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ABSTRACT

This flyer/kit provides the results of a January 1985 Quick-SPEC survey, which, together with telephone and in-person interviews, was conducted to obtain information on the operations, organization, and staffing of library binding operations. Information was obtained from 18 of the 26 Association of Research Libraries (ARL) institutions surveyed; these libraries were chosen because they have sizeable binding operations with state-of-the-art practices. It was found that libraries are making more extensive use of commercial binders for routine, general run work, but they are also using a variety of binding techniques and other preservation treatments in-house, and developing appropriate standards for each. This kit contains 12 documents dealing with organization and administration, 3 descriptions of automated systems, 8 descriptions of binding treatments, and a list of selected readings. The 15 institutions whose documents are included in the kit are the University of California, Davis; University of Colorado; Columbia University; University of Connecticut; Duke University; University of Illinois; Massachusetts Institute of Technology; New York Public Library; University of North Carolina; Pennsylvania State University; Princeton University; Southern Illinois University; University of Texas; University of Utah; and University of Washington. (BBM)

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spec flyer
MAY 1985 #114
OMS
Systems and Procedures Exchange Center

BINDING OPERATIONS IN ARL LIBRARIES

ISSN 1060 3574

A few years ago, binding represented the principal technique for preserving many research library materials, and for facilitating and prolonging their use. Now, binding is only one of a multitude of activities serving these purposes. At the same time, libraries have begun to move away from mass production routines to a decision-making process tailored to specific needs and based on knowledge and experience at all stages of binding. With these changes have come questions concerning the operations, organization and staffing of library binding operations. This flyer/kit provides results from a January 1985 Quick-SPEC survey of 26 ARL institutions, plus telephone and in-person interviews. Eighteen libraries, chosen because they have sizeable binding operations with state-of-the-art practices, provided information.

IN-HOUSE/COMMERCIAL BINDING. The decision to use commercial or in-house binding is best made by experienced staff after consideration of the available options for particular materials, the value of the materials, their probable uses, and the cost-effectiveness of the binding alternatives. In-house binding allows the library to retain more control of the operation: Materials remain in the library and are at least theoretically available for use. With in-house binding, each item is more likely to receive individual treatment, which becomes more important with materials of value. Nevertheless, a full range of binding capabilities within a library requires a sizeable investment in equipment, space, and personnel. And, it is clear that libraries cannot compete with commercial firms for the general run of periodical binding and book rebinding on a cost-effective basis.

Of the 18 survey respondents, eight libraries report significant use of both in-house and commercial binding. In most of these, in-house binding includes repairs and preservation treatments. Commonly used in-house binding techniques include velo-bind, tackbinding, pamphlet binding, perma-bind, and so forth. Such techniques are used primarily for materials such as incomplete volumes of periodicals, paperbacks, pamphlets, and some government publications and report literature. A paper presented at the Third ACRL National Conference in Seattle (1984) provides one example of the magnitude of such in-house activity. One university library reported 25,000 volumes bound commercially and over 17,000 in-house binding treatments in one year.

Seven libraries report that commercial binding services are used for major runs of periodical rebinding and book binding, with some temporary binding and repair occurring in-house. Although two responding libraries report using primarily in-house binding, closer examination of these responses indicates that the use of regional bindery facilities in the state was considered equivalent to in-house. It appears that of the libraries surveyed, most have significant in-house binding operations with the ability to treat books individually, i.e., according to the treatment appropriate for the book's value.

ORGANIZATION AND STAFFING. Although binding can be located in one of a number of departments, more frequently than not, it shows up as a unit of the preservation or conservation department. This is, no doubt, a reflection of the current emphasis

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on this area of library responsibility and, as well, the realization that binding is only one of several options available to libraries in maintaining collections. Twelve libraries report one professional employee with responsibility for binding. Most of these indicate that binding per se is only a portion of that person's duties. Fifteen libraries report five clerical employees in binding.

The increase in in-house binding treatments appears to have altered traditional patterns of organization, particularly where the binding unit consists of staff primarily concerned with preparing materials to be sent out for commercial binding. The emerging pattern is one in which professional and non-professional staff are involved in the decision-making process to determine appropriate treatments, on an item by item basis if necessary. Such an approach also necessitates staff training and the development of guidelines and criteria for binding treatments.

STANDARDS AND GUIDELINES. Seven libraries indicate they are using the "LBI Standard for Library Binding" significantly in drawing up their binding specifications. However, only three libraries require their commercial binder to be a member of the Library Binding Institute. Other sources for binding specifications include the RLG Preservation Manual, Tauber's "Library Binding Manual," consultation with staff experts and sister institutions, and commercial binders' recommendations. In addition to standards and guidelines that contribute to binding specifications, it can be expected that there will be continued development of those guidelines that address the areas of professional and financial commitment. ARL has developed Guidelines for Minimal Preservation Efforts in ARL Libraries which indicate that libraries should allocate to preservation an amount equal to 10% of materials budgets or 4% of overall budgets.

EQUIPMENT AND AUTOMATION. Improved equipment and developments in automation affect library binding operations from at least two perspectives. First, the commercial library binding industry has used developing technology and piece work incentives to produce competitive, cost-effective operations. This, in turn, has influenced the nature of products and services offered to libraries and the interface of procedures between a library and its binder. Automated binding systems have increased over the last decade. These systems maintain a database relative to an individual library's binding specifications (stamping, style, color, etc.) for specific serial titles. They also supply pre-printed binding slips for each title in the database, requiring only the insertion of the variable data. A more recent development is that some libraries are now operating online with their binders.

A second perspective on equipment and automation is primarily internal. Libraries using alternative methods to accomplish binding and rebinding are making significant investments in new equipment, sometimes with limited applications. And, as more libraries move toward integrated systems, it is important that the binding operation interface appropriately with other departments.

ISSUES AND TRENDS. After two or three decades of relatively little change in library binding operations, significant developments are occurring. Libraries are making more extensive use of commercial binders for routine, general run work. At the same time, one of the most promising trends is the variety of binding techniques and other preservation treatments and the development of appropriate standards for each. A related trend is the identification of the binding operation as only one unit among the activities related to preservation/conservation. The dynamic situation that now exists in binding operations is directly related to the current national effort toward the development of preservation standards. Binding staff are being organized and trained to support a variety of treatments, as opposed to the traditional activity of preparing materials for the commercial binder. If in the definition of "in-house binding" we can include the many treatments short of complete binding or rebinding, then it is clear that there has been a significant movement toward in-house capabilities.

SPEC Kit #114, Binding Operations in ARL Libraries (May 1985, 105 pages) contains 12 documents dealing with organization and administration, 7 examples of contracts and specifications, 3 descriptions of automated systems, 8 descriptions of binding treatments, and a list of selected readings. SPEC kits are available by subscription from: SPEC, Office of Management Studies, ARL, 1527 New Hampshire Avenue, N.W., Washington, D.C. 20036. Individual kits are available for $20.00 each, prepayment required. Outside the U.S. and Canada, add $5.00 per order for shipping. (ARL library members receive kits for $10.00.)

This flyer/kit was prepared as part of the Collaborative Research/Writing Program by Don Lanier, Head, Acquisitions and Serials Department, Founders Library, Northern Illinois University.

USES OF SPEC KITS

The Systems and Procedures Exchange Center (SPEC) is a clearinghouse operated by the Association of Research Libraries, Office of Management Studies that provides a central source of timely information and materials on the management and operations of large academic and research libraries. It facilitates the exchange of knowledge and documents through SPEC Kits, which are distributed ten times each year to ARL members and other interested libraries. The Kits include topically-arranged groupings of unedited primary source documents – selected for their value to administrators and decision-makers – that illustrate a wide range of alternative approaches to specific issues.

Kit documents come from general membership surveys and from selected libraries contacted directly by SPEC, and most Kits are produced within six months of surveys. The documents' value comes from their variety of ideas, methods, and solutions. They are not viewed as finished products, but rather as points of departure for a library's planning efforts and as stimulants to innovative approaches to problem-solving. As such, Kits do not present answers or prescriptions for any one library; instead they illustrate how selected ARL members are planning for or dealing with particular issues. The worth of any one Kit to a particular library will depend upon the specific topic covered and the library's stage of development in that area.

Materials are selected according to the following criteria:

- Presents an approach of potential value to administrators and decision-makers
- Timely, and dealing directly with the topic under consideration
- Probability of application of ideas or thinking to other library situations
- Illustrative of actual practice, rather than theoretical
- Understandable, readable communication

All together, the materials should provide a range of alternative approaches that complement each other, provide variety, and stimulate comparison and contrast.

Libraries can take advantage of the Kit compilations in a number of ways. Administrators can evaluate the assumptions, methods, and results of other libraries' approaches; compare and contrast them; and use the learnings in their own situations. Library staff members can use the kits as professional development and current awareness tools. Committees and task forces can use them to begin a review of current practices. And the Kits can identify other persons or places to contact for further information. Back-up files in the SPEC office also are available for loan to member libraries. In addition, SPEC will conduct on-demand surveys or analyses geared specifically for a single library.

EVALUATION

Kit Title/Number _____

1. Which uses did the library make of this Kit?

2. Please indicate how useful the Kit was for these purposes.

☐ Very Useful ☐ Quite Useful ☐ Somewhat Useful ☐ Not Useful

3. Do you have suggestions for this Kit or for future Kits?

(optional)

NAME _____

LIBRARY _____

PHONE _____

Please return this form to the SPEC Center, OMS/ARL, 1527 New Hampshire Ave., N.W., Washington, DC 20036.

1/82

ISSN #0160-3582

BINDING OPERATIONS IN ARL LIBRARIES

#114, May 1985

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Assistance in collecting and reviewing materials for this flyer/kit was provided by Roberta Y. Lau, Graduate Assistant Assistant, Founders Library, Northern Illinois University

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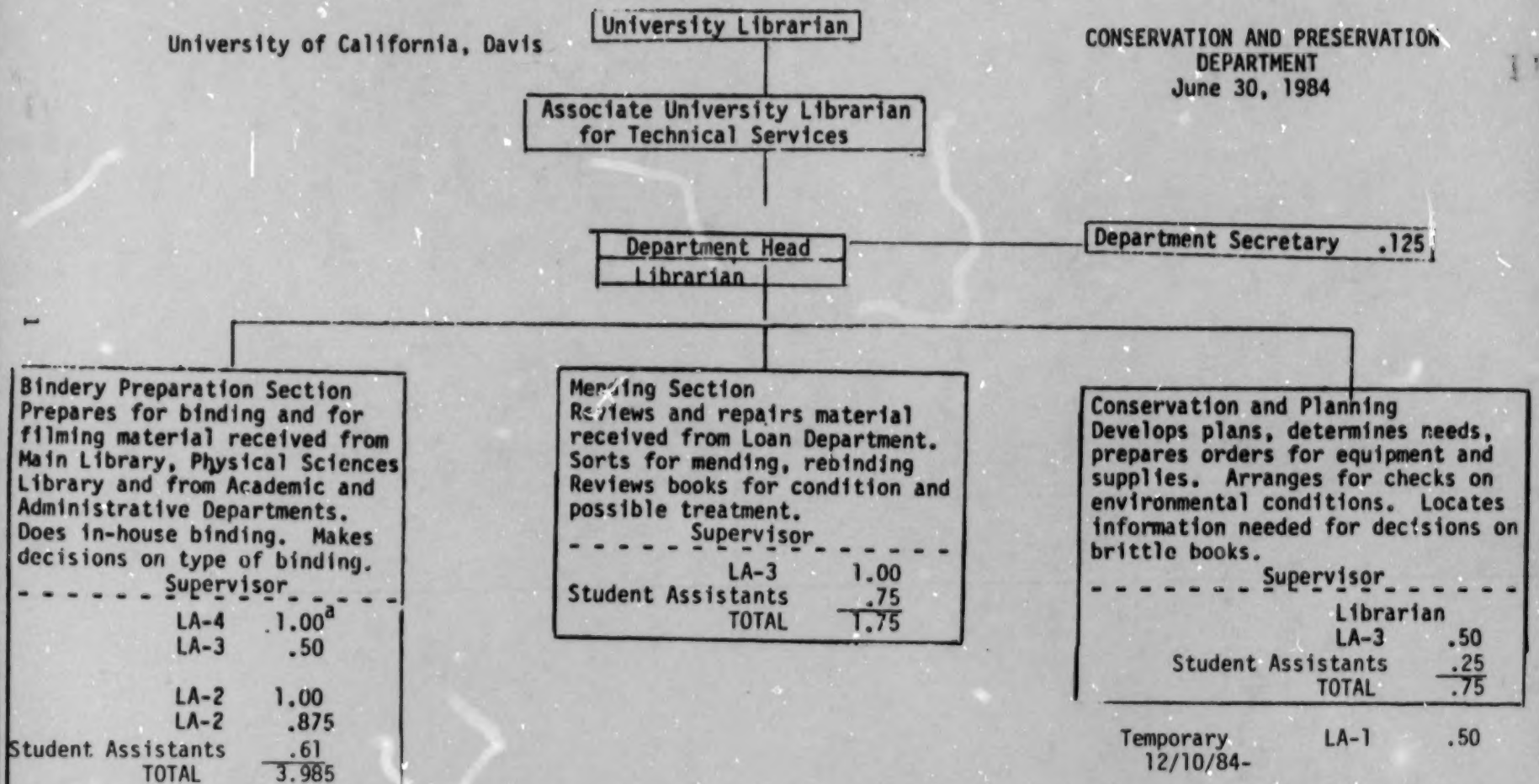
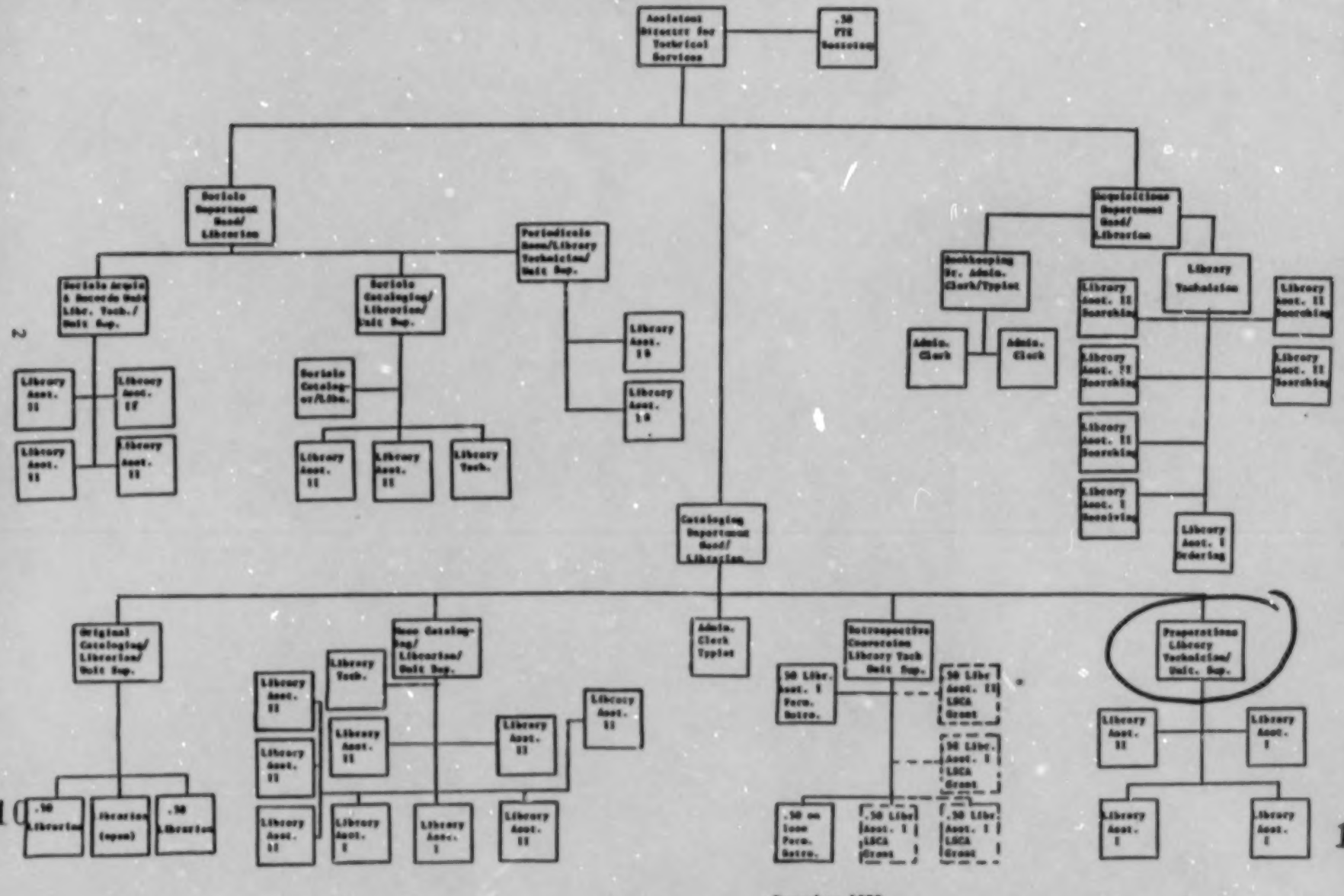
University of California, Davis

CONSERVATION AND PRESERVATION DEPARTMENT
June 30, 1984


University Librarian
Associate University Librarian for Technical Services
Department Head Librarian
Department Secretary .125
Bindery Preparation Section
Prepares for binding and for filming material received from Main Library, Physical Sciences Library and from Academic and Administrative Departments. Does in-house binding. Makes decisions on type of binding.
Supervisor
LA-4 1.00[a]
LA-3 .50
LA-2 1.00
LA-2 .875
Student Assistants .61
TOTAL 3.985
Temporary LA-1 .5
9/17/84-
Mending Section
Reviews and repairs material received from Loan Department. Sorts for mending, rebinding Reviews books for condition and possible treatment.
Supervisor
LA-3 1.00
Student Assistants .75
TOTAL 1.75
Conservation and Planning
Develops plans, determines needs, prepares orders for equipment and supplies. Arranges for checks on environmental conditions. Locates information needed for decisions on brittle books.
Supervisor
Librarian
LA-3 .50
Student Assistants .25
TOTAL .75
Temporary LA-1 .50
12/10/84-

ORGANIZATION CHART
TECHNICAL SERVICES DIVISION
UNIVERSITY OF COLORADO, BOULDER LIBRARIES



December 1983

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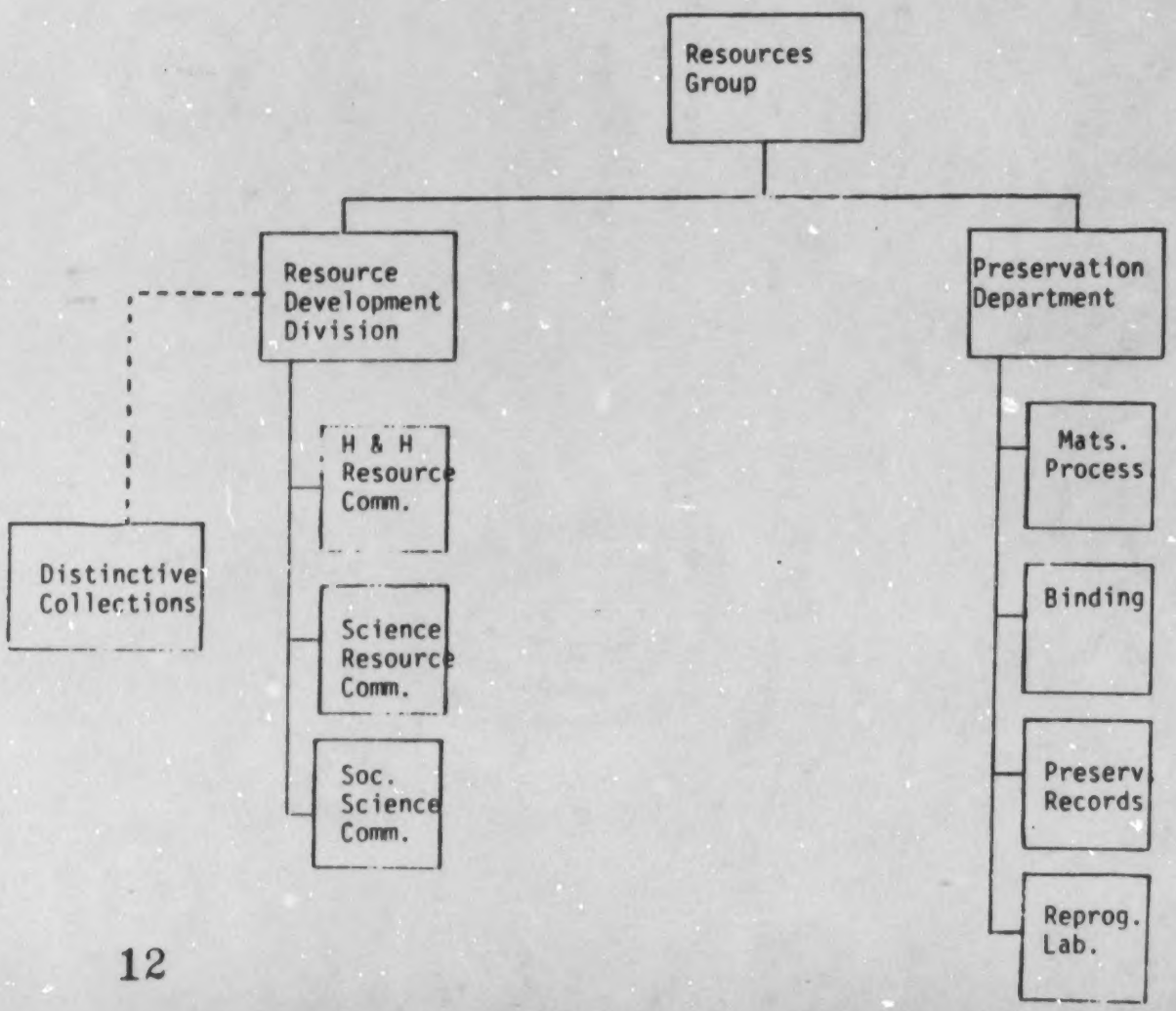
COLUMBIA UNIVERSITY LIBRARIES
Draft #1 Nov. 1984

RESOURCES GROUP



COLUMBIA UNIVERSITY LIBRARIES

PRESERVATION DEPARTMENT

Binding Section

Principal Administrator: Head, Binding Section

Parent Unit: Preservation Department

Role: To provide in-house binding and repair services necessary for the maintenance of the collection.

OBJECTIVES

1. Improve the operation of all library units relying on the Binding Section by providing efficient and economic service and by participating in the establishment of policies which further such service.

2. Contribute to the high quality of the library's collection and facilitate the use of materials through proper preservation and maintenance of these materials.

3. Facilitate research and use of the collections by the physical treatment of materials.

Functions:

1. Be responsible for providing in-house binding, preservation and repair services.

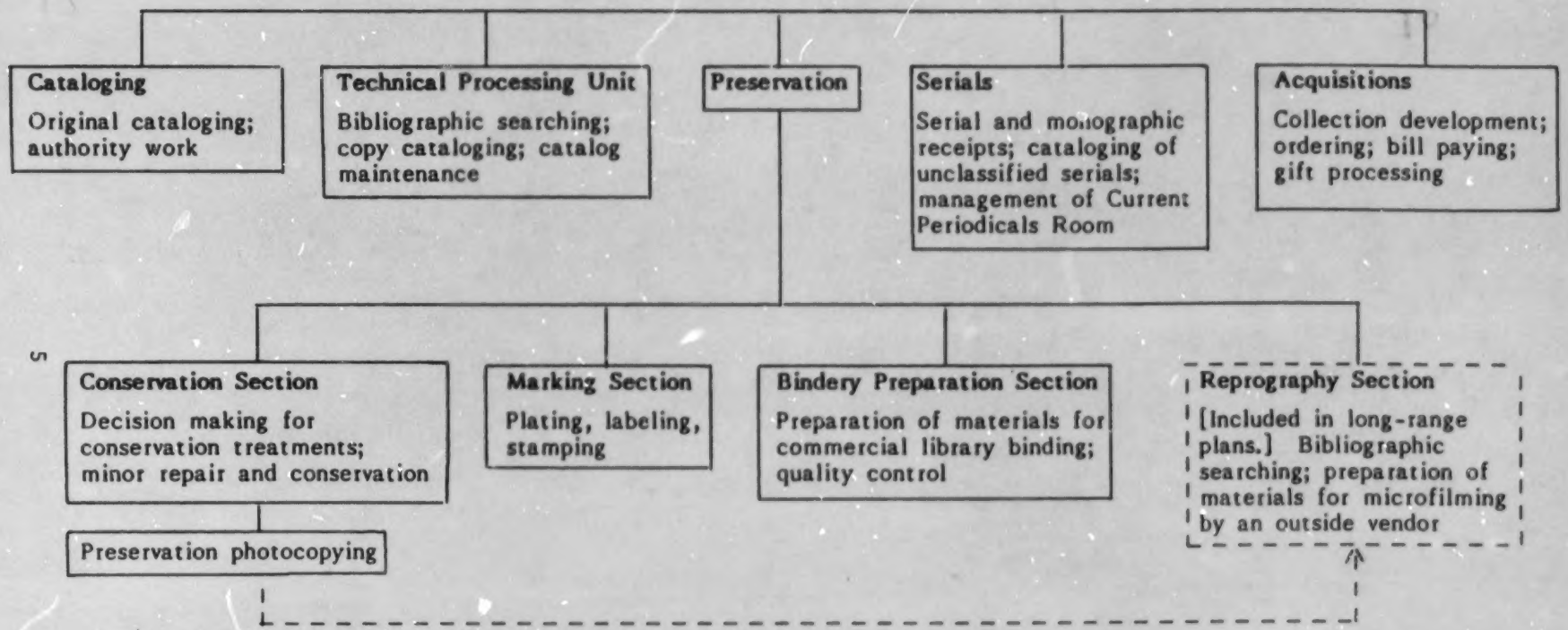
2. Be responsible for keeping abreast of the latest techniques available for the binding, preservation and repair of materials.

3. Be responsible for the day-to-day care and maintenance of departmental equipment and machinery.

4. Consult with and advise units of the library dependent upon the Binding Section about proper binding, preservation and repair procedures and their implementation.

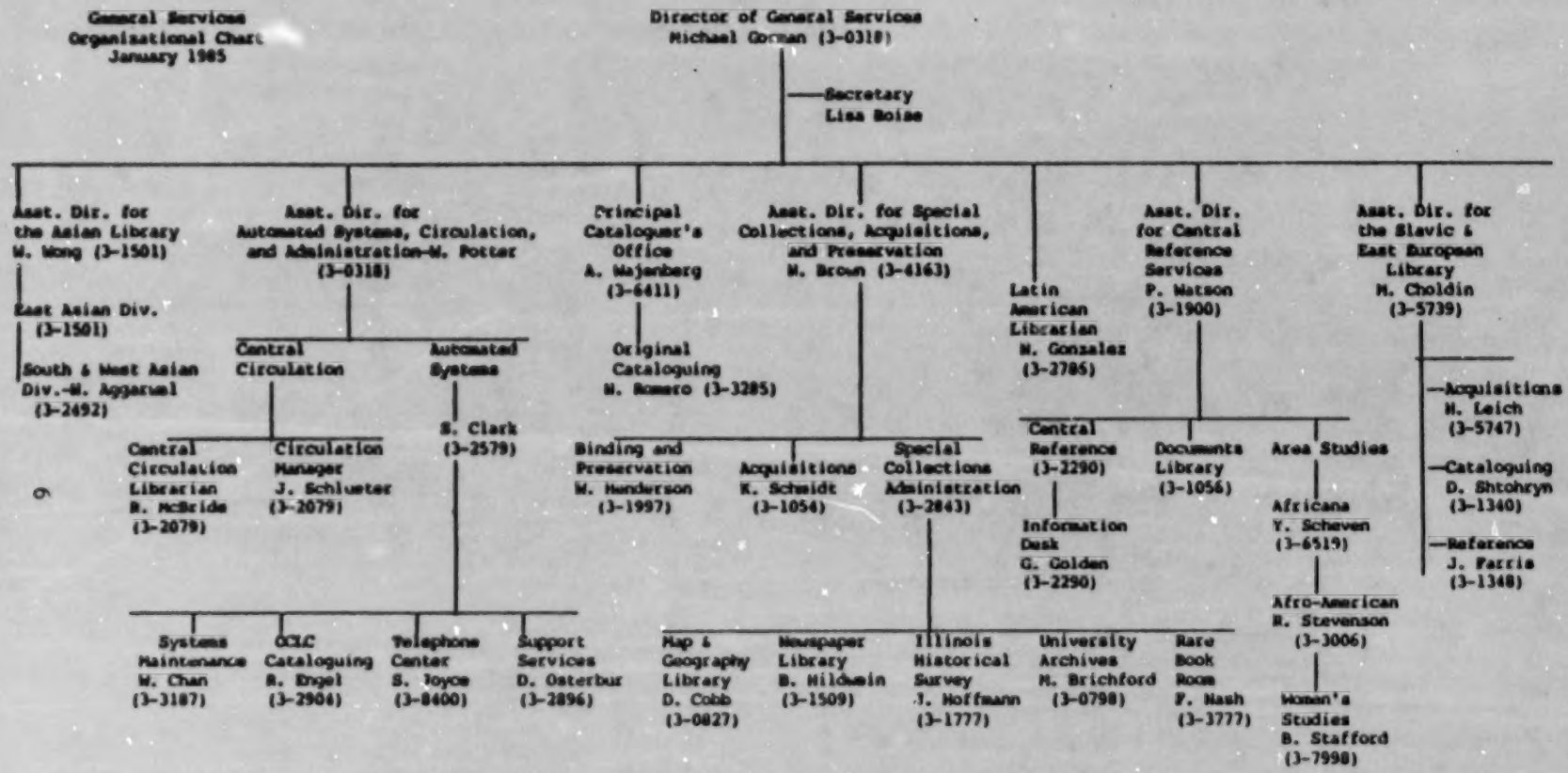
ORGANIZATIONAL CHART FOR PRESERVATION DEPARTMENT
HOMER BABBIDGE LIBRARY, UNIVERSITY OF CONNECTICUT

TECHNICAL SERVICES DIVISION


Cataloging
Original cataloging; authority work
Technical Processing Unit
Bibliographic searching; copy cataloging; catalog maintenance
Preservation
Serials
Serial and monographic receipts; cataloging of unclassified serials; management of Current Periodicals Room
Acquisitions
Collection development; ordering; bill paying; gift processing
Conservation Section
Decision making for conservation treatments; minor repair and conservation
Preservation photocopying
Marking Section
Plating, labeling, stamping
Bindery Preparation Section
Preparation of materials for commercial library binding; quality control
Reprography Section
[Included in long-range plans.] Bibliographic searching; preparation of materials for microfilming by an outside vendor

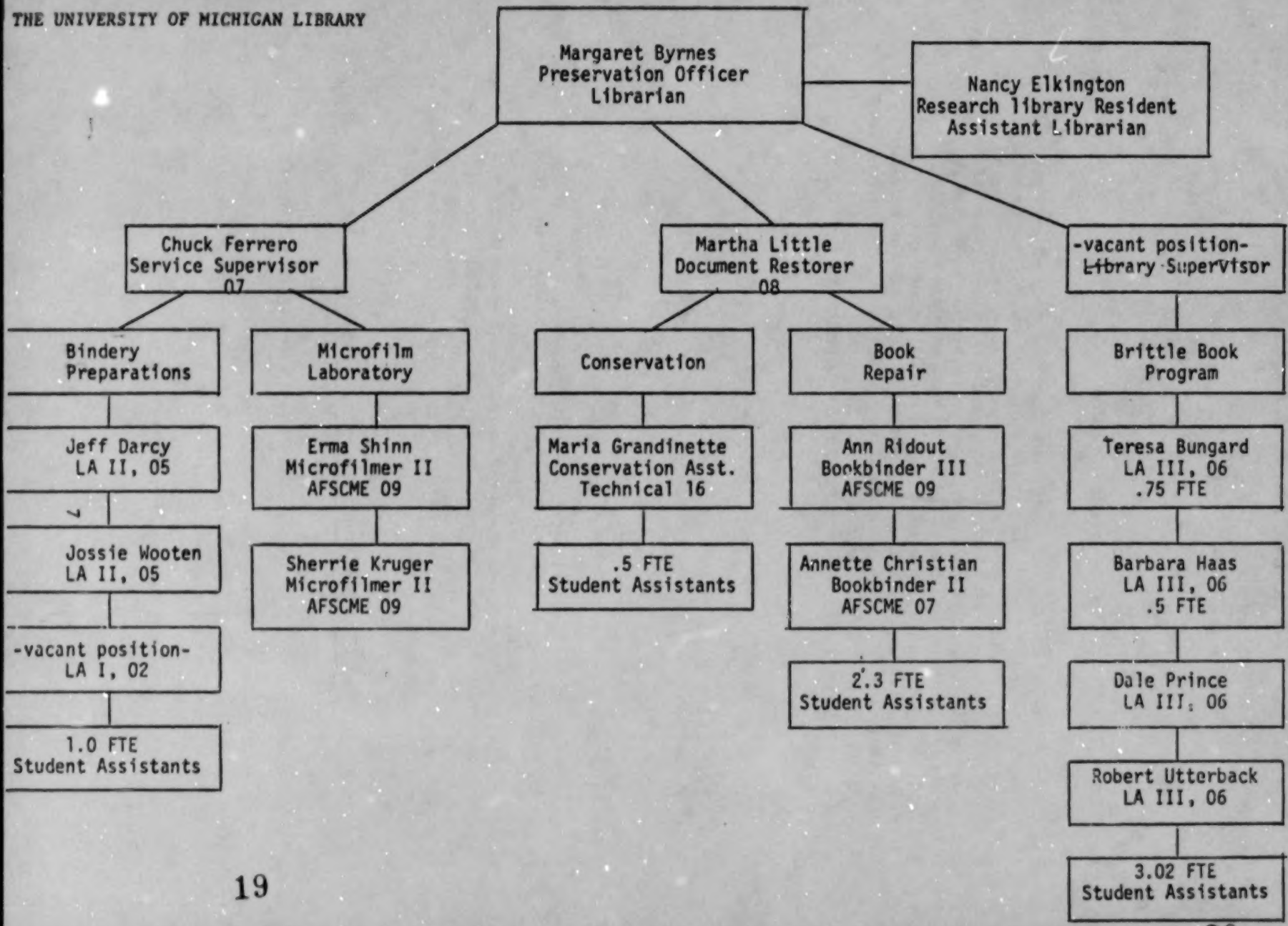
March 1985

UNIVERSITY OF ILLINOIS LIBRARIES


General Services Organizational Chart January 1985
Director of General Services Michael Gorman (3-0318)
Secretary Lisa Boise
Asst. Dir. for the Asian Library W. Wong (3-1501)
East Asian Div. (3-1501)
South & West Asian Div.-M. Aggarwal (3-2492)
Asst. Dir. for Automated Systems, Circulation, and Administration-W. Potter (3-0318)
Central Circulation
Automated Systems
Central Circulation Librarian R. McBride (3-2079)
Circulation Manager J. Schlueter (3-2079)
S. Clark (3-2579)
Systems Maintenance W. Chan (3-3187)
OCLC Cataloguing R. Engel (3-2904)
Telephone Center S. Joyce (3-8400)
Support Services D. Osterbur (3-2896)
Principal Cataloguer's Office A. Najenberg (3-6411)
Original Cataloguing M. Romero (3-3285)
Asst. Dir. for Special Collections, Acquisitions, and Preservation M. Brown (3-4163)
Binding and Preservation M. Henderson (3-1997)
Acquisitions K. Schmidt (3-1054)
Special Collections Administration (3-2843)
Map & Geography Library D. Cobb (3-0827)
Newspaper Library B. Hildmain (3-1509)
Illinois Historical Survey J. Hoffmann (3-1777)
University Archives M. Brichford (3-0798)
Rare Book Room F. Nash (3-3777)
Latin American Librarian M. Gonzalez (3-2786)
Asst. Dir. for Central Reference Services P. Watson (3-1900)
Central Reference (3-2290)
Information Desk G. Golden (3-2290)
Documents Library (3-1056)
Area Studies
Africana Y. Scheven (3-6519)
Afro-American M. Stevenson (3-3006)
Women's Studies B. Stafford (3-7998)
Asst. Dir. for the Slavic & East European Library M. Choldin (3-5739)
—Acquisitions M. Leich (3-5747)
—Cataloguing D. Shtohryn (3-1340)
—Reference J. Farris (3-1348)

PRESERVATION OFFICE

THE UNIVERSITY OF MICHIGAN LIBRARY



The New York Public Library

THE CONSERVATION DIVISION

Paul Fasana, Associate Director of Preparation Services
John Baker, Chief of The Conservation Division

The Conservation Division of The New York Public Library either provides or contracts for the preservation work required by the public service divisions and research centers that comprise The Research Libraries. The Division's three offices (described below) carry out such tasks as binding and boxing, repair, restoration, deacidification, matting, microfilming, environmental monitoring, fumigation, and the salvaging of water-damaged materials. The Division also reviews Library procedures that affect the preservation and protection of research materials, operates in-house training programs, and represents The Research Libraries at city, state, and national forums on conservation research and techniques. The Division is actively involved with the Library of Congress in the ongoing study and testing of new preservation technologies.

The Preservation Microfilming Office

Wes Boomgaarden, Head of The Preservation Microfilming Office

Working with subject experts and curatorial staff on a yearly quota basis, the Preservation Microfilming Office develops and manages all of The New York Public Library's microfilming programs. The Preservation Microfilming Office processes those items most in need of attention, exposing some 1,800,000 frames per year, and coordinates with the Library's Photo Lab the painstaking work required to preserve the intellectual content of perishable or fragile research materials. On a national level, the Preservation Microfilming Office participates -- along with the Library of Congress, university and college libraries, and private research libraries -- in the Cooperative Preservation Microfilming Project, which allows member institutions to share microfilmed resources and coordinate microfilming programs.

The Custom Binding and Restoration Office

John Townsend, Head of The Custom Binding and Restoration Office

Custom Binding and Restoration is responsible for the actual physical preservation treatment of materials in The Research Collections that are old and rare -- materials that may in some cases be as highly prized for the way in which they are made as for the information they contain. The highly-skilled labor involved here includes rebinding and binding restoration, matting and

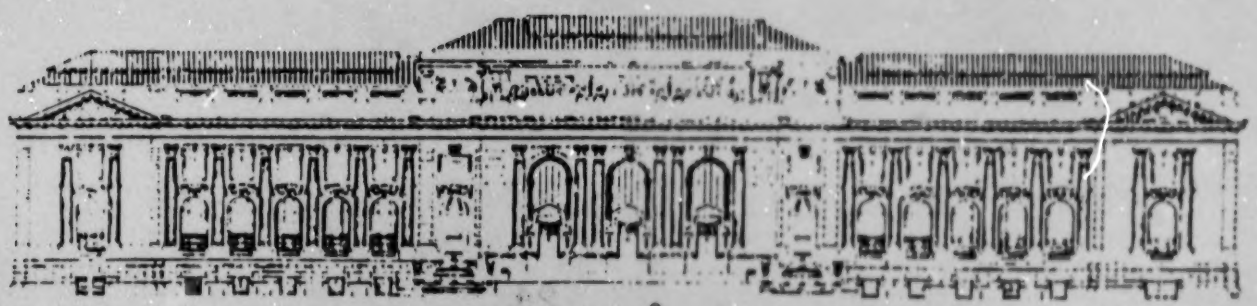
encapsulation, paper cleaning and repair, and chemical stabilization. Custom Binding and Restoration also works to recover water-damaged materials, and inspects and treats those that are mold- and insect-infested. For the Library's various exhibition programs, this office custom designs and builds cradles to support fragile books and pamphlets and prepares flat paper items to best protect them while in transit and on view.

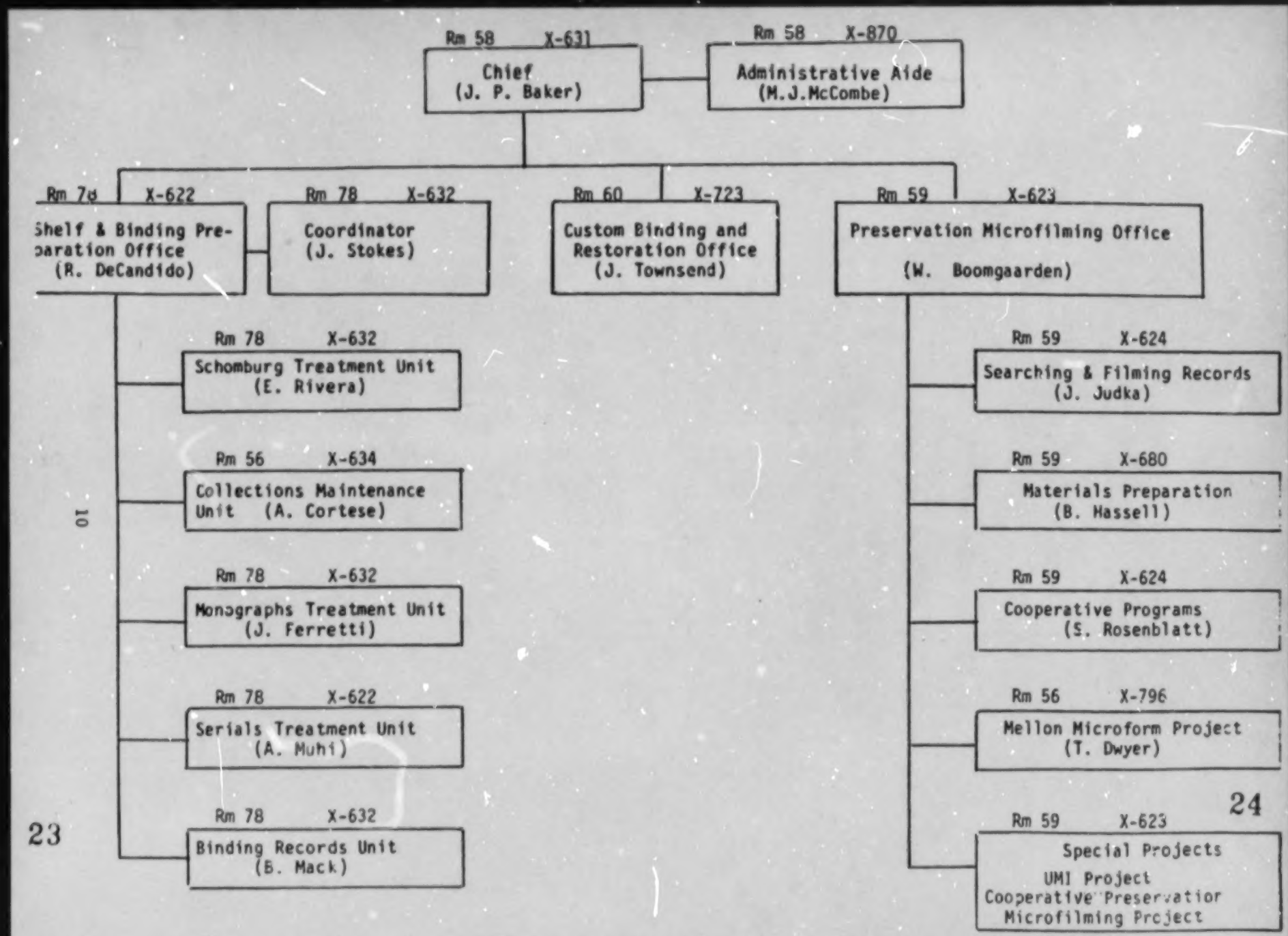
The Shelf and Binding Preparation Office

Robert De Candido, Head of The Shelf and Binding Preparation Office

The Shelf and Binding Preparation Office consists of five units that cooperate in preparing research materials in serial and monograph form for inclusion in The Research Libraries' collections. This office first inspects all recently-cataloged material in need of preservation treatment, and handles any simple repair and rebinding work needed. When more complex preservation treatments are called for, Shelf and Binding Preparation coordinates the work with other offices in the Conservation Division or with commercial binderies outside the Library. Labeling and additional cataloging work is carried out here to enable these up-to-date materials to reach the Library's shelves as quickly as possible. During the past year, this office repaired 5,000 items and processed 38,000 items for which bindings were made.

For the future, the Conservation Division contemplates adding a fourth office for Collections Maintenance. This office would be responsible for systematically surveying The Research Libraries' collections for materials sorely in need of preservation treatment and would perform routine maintenance tasks to help keep in good condition the seven million volumes now stored in the Library's eighty miles of stacks.

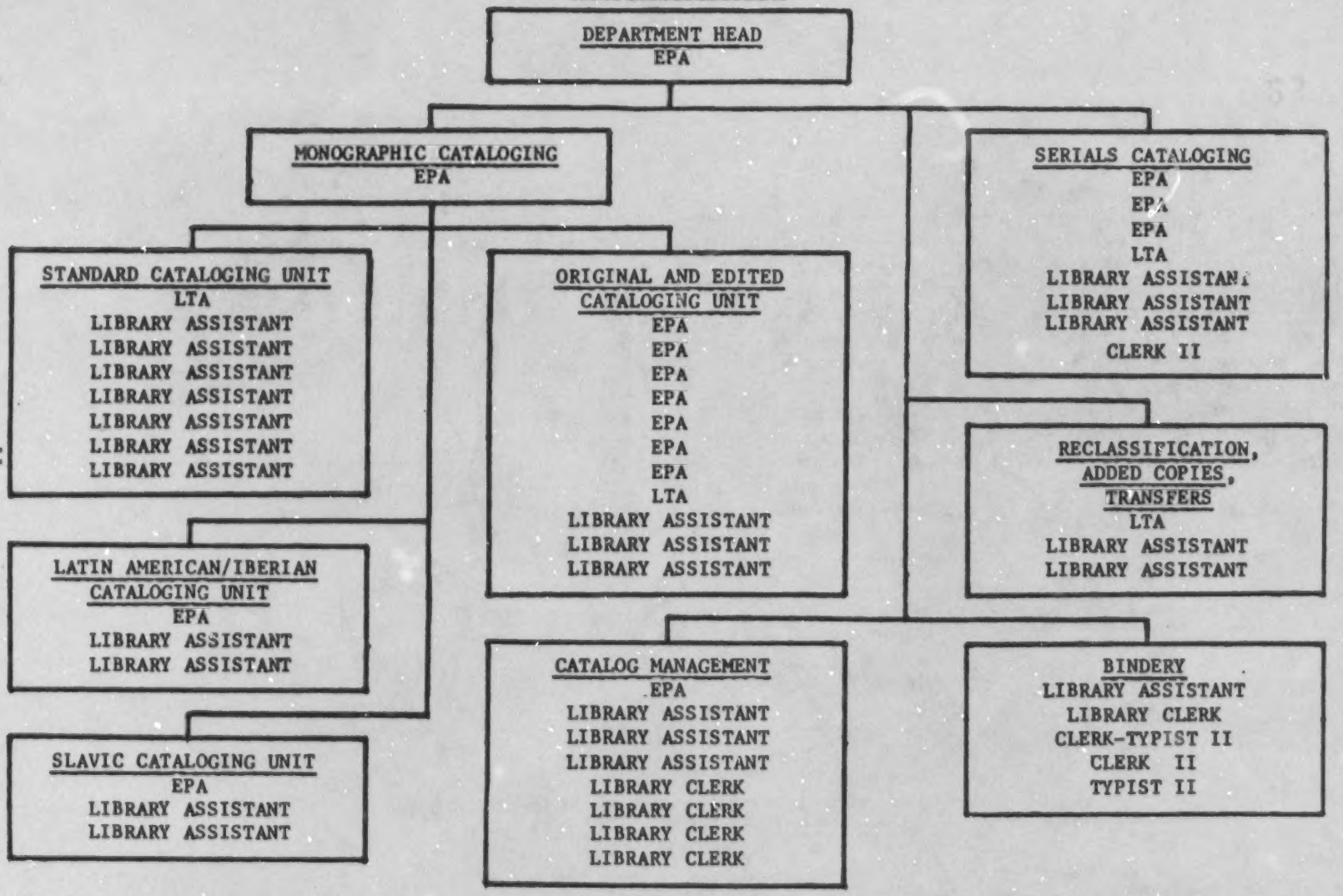




CONSERVATION DIVISION ORGANIZATIONAL CHART 2/1984

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
ACADEMIC AFFAIRS LIBRARY
CATALOG DEPARTMENT

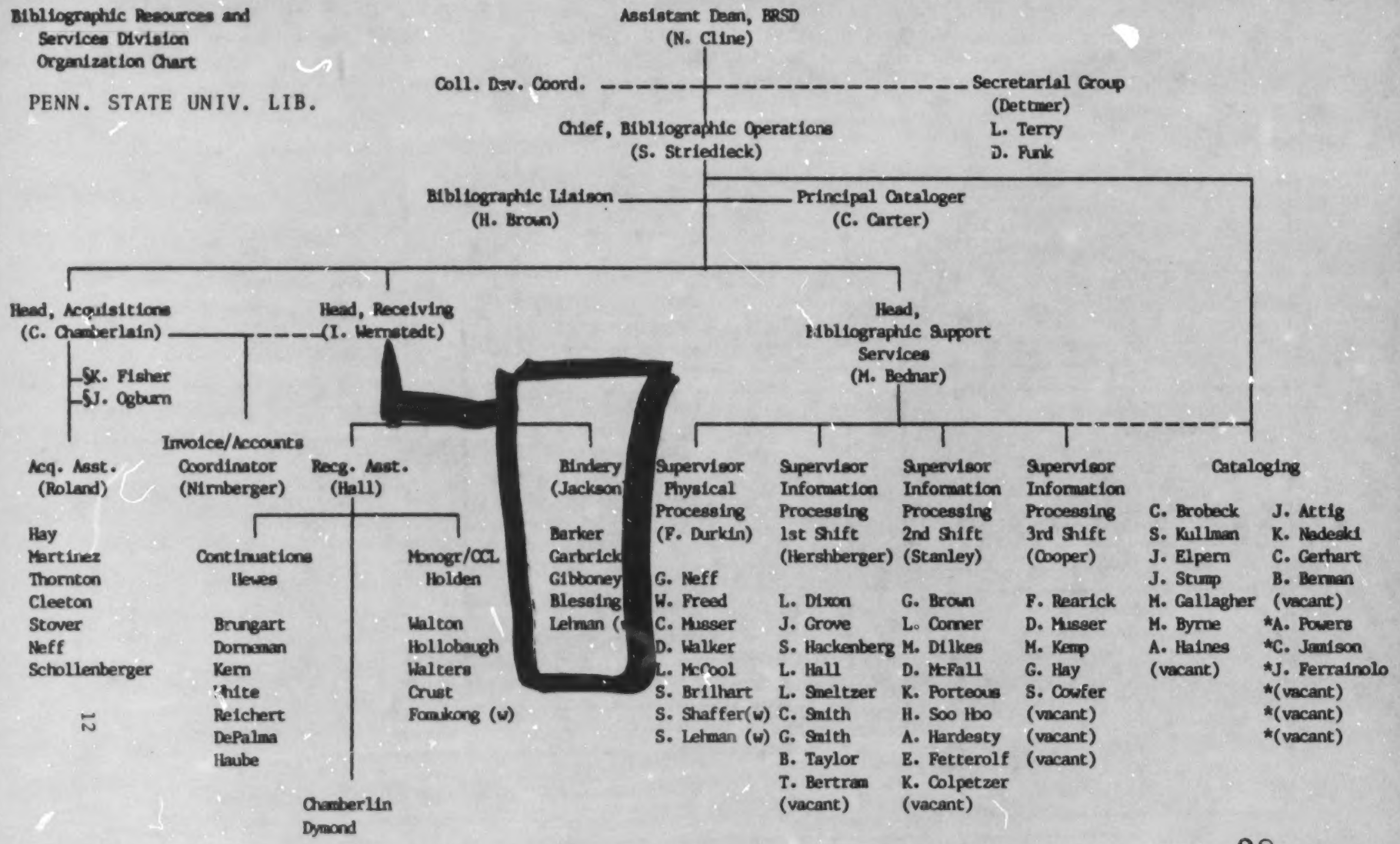
Effective February 1984



NOTES: The Head of the Monographic Cataloging Section is Assistant Department Head. The staff includes 51 positions; 15 EPA and 36 SPA. For three years beginning October 1983 there is one additional EPA and one additional SPA (Library Assistant) working on a project associated with Latin American/Iberian Cataloging who are not indicated in the diagram.

Bibliographic Resources and Services Division Organization Chart

PENN. STATE UNIV. LIB.



12

27

28

* RISD split assignments
§ BRSD split assignments

BRSD:3
01/25/85

Southern Illinois University (from Conservation Policy Statement)

Appendix 6

Division of Responsibilities

The Conservation and Binding Section includes the staff positions of Conservation Librarian, Local Bindery Supervisor, and Commercial Bindery Preparation Supervisor. Student workers are employed for the clerical duties of binding preparation and as conservation technicians for maintenance, repair, and protective encasement activities.

The specific responsibilities of each of the positions are:

Conservation Librarian:

—coordinates conservation and binding activities

—recommends conservation policies

—develops standards, techniques, and procedures for treatment

—trains staff and interns

—provides liaison with divisional librarians

—collects and organizes the working collection of reference and research materials

—maintains contact with agencies, organization, and libraries concerned with conservation

—develops specifications for commercial binding, mass deacidification, and preservation microfilming contracts

—conducts orientation tours, workshops, and presentations

—selects supplies and equipment

—prepares budget, statistics, and annual report

Local Bindery Supervisor:

—organizes the in-house repair, rebinding, and protective encasement of library materials

—makes decisions on treatment of books sent for repair

—coordinates procedures between the Local Bindery and Commercial Bindery Preparation, the divisional libraries, and other Library departments

—trains student assistants in book repair and binding techniques

—assists the Conservation Librarian in the development of treatment procedures

—inspects finished items to insure that treatment procedures are being followed

—orders supplies and equipment

Commercial Bindery Preparation Supervisor

—prepares serials, periodicals, and monographs for commercial binding

—maintains bindery preparation files and verifies accuracy of binding information

—temporarily binds (togics) materials from divisions

—coordinates procedures between Commercial Bindery Preparation, the divisional libraries, and other Library departments

—communicates with the commercial binder on routine matters and fulfillment of contract specifications

—estimates shipment costs and monitors over-all contract expenditures

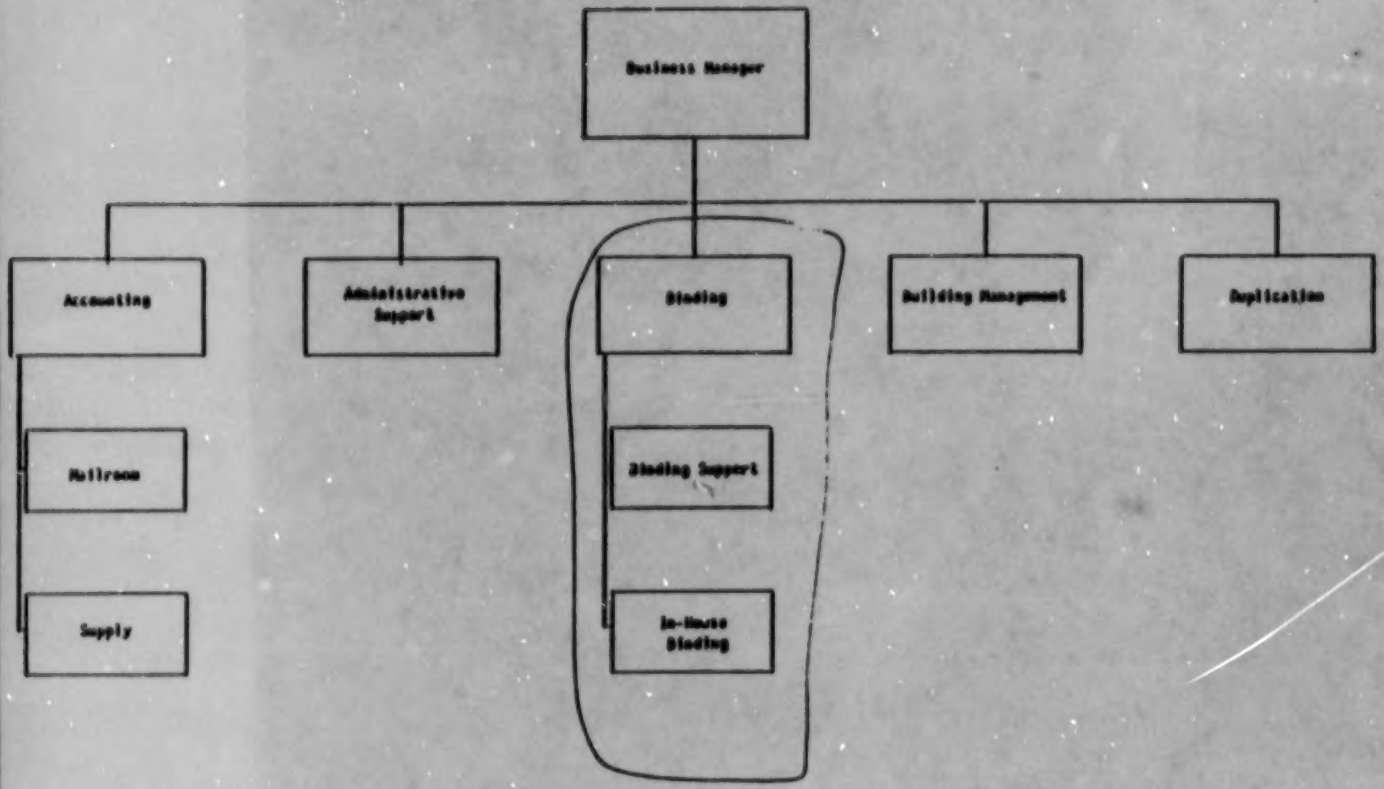
—trains student assistants

—develops and implements procedures for recall of needed volumes and rush binding

--processes dissertations for microfilming and prepares the Library's copies of research papers, theses, and dissertations for commercial binding

--assists students and faculty sending personal binding under the provisions of the Library's contract and assists University Departments in setting up accounts with vendor

UNIVERSITY OF UTAH LIBRARIES



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UNIVERSITY OF UTAH LIBRARIES
ANNUAL SUMMARY OF COMMERCIAL BINDING
FISCAL YEAR 1983-84

Description	Unit Price	Quantity	TOTAL	
Periodicals	$ 6.20 x	10,040	$ 62,248.40	D
Reference books	6.30 x	205	1,289.70	A
Library Books	4.90 x	4,054	19,864.60	
Picture Books	4.90 x	30	147.00	
Tabloid Size	17.25 x	25	431.25	
Lumbinding	4.75 x	974	4,626.50	
Thesis	5.95 x	1,096	6,435.20	B
Special Work				
Pockets	1.50 x	127	190.50	
Handsewing	4.00 x	41	164.00	
Volumes over 2 1/2" thick	2.00 x	9	18.00	
Music Scores	6.75 x	59	378.00	C
Corrections	3.00 x	156	468.00	
Call numbers (on anything)	.50 x	7,153	3,576.50	
Others:			40.00	E
TOTAL FY 83-84			$99,877.65	

Notes:
A - Undercharged by $ 1.80
B - Undercharged by 86.00
C - Undercharged by 20.25
D - 4 at FY 82/83 contract price of $6.30
E - Others: 2 oversize volumes; 1 at $10.00 and 1 at $30.00

Revised
10-1-83

UNIVERSITY OF WASHINGTON PRINTING PLANT

JOB DESCRIPTION
STUDENT

All major decisions are made by the Supervisor and approved by the Department Supervisor.

1. New students should be made to feel welcome. If the Supervisor is busy, the Student Coordinator should see that they are properly introduced. Give an assigned locker if one is available.

2. a. Teaching and training of new students will only occur if the Supervisor designates it, or as he/she sees fit. If busy he/she will assign the Student Coordinator to the student.

   b. The students should be informed of the limited kind of work they can perform:

      1) Helping in case-making, running cloth thru gluing machine, setting-up case gage and cutting corners.

      2) Board cutting (tennsmith), back strip and Mason Line.

      3) Helper on Paramont.

      4) Tearing down books, magazines and journals. Section off and tip in endsheets.

      5) Boxing and bundling.

      6) Storing and moving stock.

      7) Cleaning up the premises. Clean sinks, sewing room, sweep floor, vacuum and wash benches.

      8) Cleaning of machines. Versamatic, flanneling, smyth sewing and spine mill.

      9) Miscellaneous labor in the Bindery and Shipping (Receiving Dept.).

      10) Oil machines on regularly scheduled basis.

      11) Collections of shop towels and issuance of clean ones in all departments.

      12) Any other duties assigned by the Department Supervisor.

      13) Marking up for trimming.

      14) Gluing up for rounding and backing.

      15) Gluing up for sectioning off and sectioning off.

      16) Thread cutting after oversewing.

      17) Flanneling

      18) Turn back end sheets

3. If the Supervisor has to leave the room for any reason, the Student Coordinator should help the student out with problems concerning work, etc. Also to see that the work is done.

4. Any major decisions concerning work, etc., should be left up to the Supervisor upon his/her return. Otherwise, any work should be carried out as assigned and should not interfere with his/her duties while present.

5. Section off (oversew) and thread cut off (oversew).

6. Student's late arrivals should be brought to coordinators attention and if repeated, the Supervisor will bring it to the Department Supervisor's attention.

7. Student Coordinators should bring any reasonable complaints from the student to the Supervisor and it is his/her duty to inform the Dept. Supervisor.

8. Clean up. Students should keep their place clean at all times, put tools away at the end of the shifts.

9. Never at any time should a Student instruct a journeyperson or an apprentice. Duties are to assist only.

10. At all times, safety rules must be strictly enforced.

11. Help to keep talking and reading to a minimum.

12. If unable to report for work please call bookbindery supervisor as soon as possible. Phone 543-5680 ext. #33 Doralyne Webber.

13. New students will be on three weeks probationary period before being hired for the quarter.

14. Footwear must be completely enclosed.

15. Consideration must be given to work load before time off can be granted between Quarters.

CLASS A

CODE		
O	**OVERSEWN** (Periodical Fullbind)	
	Up to and including 10" in height	Flat Rate 10.65
	Over 10" and including 12" in height	Flat Rate 10.65
	Over 12" and including 14" in height	Flat Rate 10.65
	Over 14" in height (Addl., per inch)	Flat Rate 10.65
	Over 2.5" thick (per inch or fraction of)	1.65
	Binding Slips	Incl.
	Call letters	Incl.
H	**HAND SEWN**	
	Same as above, plus	5.50
	Each additional 1" thickness	1.60
	Over 14" in height (Addl., per inch)	1.10
S	**SINGER**	
	Same as oversewn (limit ⅝ inch)	(See oversewn)
	Over 14" in height (Addl., per inch)	1.10
P	**PARAMOUNT SEWING**	
	Same as oversewn, plus	2.80
	Stubbing (Per inch)	3.95
	Over 14" in height (Addl., per inch)	1.10
NST	**NATIONAL SEW-THRU**	
	Same as oversewn, plus	3.30

all Volumes are flat rate or average regardless of how bound

CONDITIONS

1. These prices are firm until 6/30/85.
2. Desired binding method to be specified by library.

DELIVERY

1. Delivery will be made within 6 weeks of receipt of an order.
2. Rush delivery will be delivered within one week.
3. Transportation included in our rates. Not in CP or Hertz.

O - Oversewn	C - Cleat Sewn	FI - Fillers	
H - Handsewn	FF - Fan Flex	IN - Inserts	
S - Singer	R - Recase (No Sewing)	ST - Stubbing	
P - Paramount	RB - Rebind (With Sewing)	TH - Thickness	
NST - National Sew-Thru	MP - Map Pockets		

UNIVERSITY OF WASHINGTON PRINTING PLANT

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OTHER: All Class A Binding Materials Used.

CODE		
C/FF	**CLEAT SEWN or FAN-FLEX** (Periodical Fullbind)	
	Up to and including 10" in height	7.85
	Over 10" and including 12" in height	9.40
	Over 12" and including 14" in height	10.75
	Over 14" in height (Addl., per inch)	1.10
	Over 2.5" thick (per inch or fraction of)	1.65
	Includes title, volume no. and year lettered on spine—up to 7 lines. Each additional line	Incl.
R	**RECASES** (No Sewing)	
	Up to and including 10" in height	6.00
	Over 10" and including 12" in height	7.20
	Over 12" and including 14" in height	8.30
	Over 14" and including 16" in height	9.65
RB	**REBIND** (With Sewing)	
	Up to and including 10" in height	6.75
	Over 10" and including 12" in height	8.30
	Over 12" and including 14" in height	10.80

SPECIAL AND EXTRA OPERATIONS

	Shelf number, per line	Incl.
	Library imprint, per line	Incl.
	Rush Service, per item	2.00
	Lables	1.65
	Lettering to match sample or rub, First volume charge only	Incl.
MP	Map Pockets (Includes Stubbing)	4.40
	Paste on titles, spine of book	1.70
	Paste on titles, front of book	1.70
	Special handling	Time and Material
	Volumes not tied in bundles	1.65
	Repairing of library errors	2.30
FI	Fillers (per ½ inch)	1.00
IN	Inserts	4.50
ST	Stubbing	3.95
TH	Thickness, additional inch over 2½"	1.65
	Newspapers to 1½" thick	33.00
	Each Addl. inch thickness	3.30
	Tabloid to 1½" thick and maximum 18" height	24.75
	Thesis, 1 or 2 of same title, 11" x 8½"	7.45
	Thesis, over 2 of same title, 11" x 8½"	6.75
	Each addl. inch on side of greatest incr.	1.55
	Each addl. inch on side of greatest incr.	1.55

STATE OF CONNECTICUT
LIBRARY BINDING CONTRACT

I. GENERAL INFORMATION

A. Scope

1. This bid covers the requirements of all using state agencies (herein referred to as the "Library" or "Libraries") for the services listed in the attached proposal schedule, for the period of twenty-four (24) months.

2. The State, with the consent of the contractor(s) (herein referred to as the "Binder"), may extend this contract for an additional twelve (12) month period beyond the indicated expiration date.

B. Bid Prices

1. Prices quoted shall be net, including all pickup, transportation, and delivery charges fully prepaid by the Binder, F.O.B. agency storehouse.

2. Escalation Clause

   a. All prices shall remain firm from the date of the award through the first twelve (12) months of the contract.

   b. After the initial twelve months of the contract, prices may be subject to adjustment to reflect severe fluctuations in general industry prices or overall cost of living. Adjustments shall be made under the following conditions:

      (1) Price increases will not become effective until the Bureau of Purchases has received written notice from the Binder. This notice shall indicate an effective date for price increases which will allow the Bureau of Purchases at least thirty (30) calendar days to notify the Libraries. Any purchase order issued by any Library prior to the effective date of the price increase shall be honored by the Binder at the price in effect at the time of the issuance of the purchase order.

      (2) Price decreases will become effective immediately on the date specified in the Binder's written notice of change. The Binder shall bill the Library at the reduced prices on all deliveries made on and after the date of the price reduction. The Binder shall also promptly provide the Bureau of Purchases with written notification of the reduction for distribution to the Libraries.

      (3) No more than one price increase shall be allowed during each calendar year of the contract.

(4) The Bureau of Purchases reserves the right to reject any proposed increase that it considers unwarranted.

3. Taxes

a. Materials and services furnished to the State are not subject to Federal Excise Tax, Federal Transportation Tax, or Connecticut State Sales Tax, and such taxes shall not be included in bid prices.

C. Compliance With Specifications

1. All work is to be done for the Library according to the attached specifications. These specifications apply to the binding and protective enclosure of monographs and serials, and are to be adhered to by the Binder unless instructions from the Librarian direct otherwise.

2. The Library reserves the right to specify binding styles and methods of treatment for any and all items should this decision-making be deemed necessary for any reason. The style (i.e., method of leaf attachment) or category (e.g., standard monograph, economy paperback) specified for each item by the Library shall not be changed by the Binder without prior consent of the Library. If an item cannot be bound in the manner specified, it shall be returned by the Binder with an explanation of the reason for its rejection.

3. The Binder shall establish the qualifications of the Bindery by submitting the following evidence:

a. Samples of work for examination by the State, including textblocks which have been double fan adhesive bound, fitted with a new case only (original sewing structure retained), oversewn, sewn through the fold by machine and by hand, and economy paperback bound; and a selection of portfolios and boxes typical of those made by the Binder.

b. One sample of each type of endsheet used in the Bindery. These should be marked to indicate the style(s) of binding for which each is appropriate.

c. A list of at least three (3) active accounts over $50,000, and persons to contact for service verification.

d. A statement of the approximate gross sales completed in the last two (2) full years of operation.

e. Statistics regarding plant resources, including the number of:

.square feet of plant space
.full-time regular employees
.machines for through-fold sewing (state name of manufacturer)
.oversewing machines
.adhesive binding machines (state name of manufacturer)

4. Prior to the contract award and at any time during the contract period, the Binder shall permit representatives from the Library or the Bureau of Purchases to inspect the Bindery during its normal working hours.

5. The State only shall have the option to cancel the contract upon thirty (30) days written notice to the Binder for performance that is not in compliance with all instructions and specifications stated herein. Defaulting Binders shall be subject to the provisions of paragraph 39 of Standard Bid and Contract Terms and Conditions, which is a part of this contract.

D. Award of the Contract

1. It is the intent of the State to make a multiple award to Binders who meet the specifications, terms, and conditions of this proposal. The Libraries will be allowed to purchase services from one or more of the successful bidders.

E. Subcontracting

1. All binding shall be done on the premises of the Binder unless written permission to do otherwise is granted by the State. No subcontracting will be permitted without the express written approval of the State.

F. Insurance and Security

1. The Binder shall insure, at no extra charge to the Library, all materials against loss or damage from any cause, from the time they leave the Library until they are returned. Each binding shipment is to be insured in the amount specified by the Library, but not for less than $10,000. The limit of liability for an item lost or destroyed shall be a sum which will cover the cost to the Library of reordering, processing, and binding the item. As proof of compliance with this requirement, the Binder shall furnish a certificate of insurance to the State.

2. In the event that an irreplaceable item is damaged or destroyed, the Library reserves the right to secure, at the Binder's expense, an independent appraisal of the damage or loss sustained. The Binder shall reimburse the Library in full for damage to, or fair market value of the item.

G. Communication

1. The Binder shall be willing to accept collect telephone calls (or provide a toll-free number) when such calls are warranted because of unusual problems, changes in schedules, etc.

2. A representative from the Bindery shall visit the Library periodically and be available on request. The representative shall be thoroughly familiar with the terms of this contract; and shall have in-depth

knowledge of the technical aspects of library binding and the operations of the Bindery s/he represents, and an understanding of the relationship between library binding and the preservation of library materials.

3. The Binder shall be prepared to provide in-service training for Library staff members involved in bindery preparation activities. Training shall focus on helping the staff to better understand library binding technology and its applications.

H. Packing, Pickup, and Delivery

1. The Library will sort all materials by category (e.g., standard monographs, standard serials) and style of binding if specified (e.g., new case only, hand sew through the fold), and pack them for shipment to the Bindery. The Binder shall make regularly scheduled pickups and deliveries no less frequently than once every fourteen (14) days, unless a different rate of frequency is mutually agreed upon by the Library and the Binder. Materials returned to the Library shall be packed in cartons with lot number, category of contents, and specific destination legibly marked.

2. All materials shall be bound and returned within thirty (30) calendar days from the date of pickup except when the Library and Binder agree upon a different schedule for return of specific items or shipments. Materials designated "rush" shall be bound and returned within fourteen (14) calendar days from the date of pickup. The Binder shall be allowed an upcharge per volume for "rush" work.

3. All pickups and deliveries shall be made indoors at a location specified by the Library, unless the Library agrees to an alternate arrangement. At sites other than those designated in Appendix I of this contract, the Binder shall be allowed an upcharge per volume for those pickups which are smaller than the minimum size specified by the Binder in the proposal schedule.

4. All pickups and deliveries shall be made in the Binder's own vehicle.

5. The Bindery must be able to retrieve an individual item from any regular shipment in order to "rush" bind and "rush" return it at the Library's request. The Library will endeavor to keep this type of retrieval to a minimum, and will pay transportation costs for those items which must be returned to the Library by some means more expedient than the Binder's trucking service.

6. Shipping cartons, preprinted address labels, and binding tickets shall be provided by the Binder at no extra charge.

I. Errors and Delays

[redacted] errors made by the Binder shall be corrected (provided corrections not damage the text block) without additional charge to the Library, returned within fourteen (14) days of the Binder's having received

the items for correction. Any extra transportation costs resulting from such errors shall be paid for by the Binder. Errors which require the skills of a conservator to correct, or which cannot be corrected, shall be subject to Section I, Item F-2 (Insurance and Security) of this contract.

2. The Binder shall pay a liquidated damages charge of one dollar per calendar week, or any part thereof, for each overdue item. No penalty shall apply in cases where the Library has been notified that the return of an item will be delayed due to the need for special treatment.

J. Uniform Binding of Serials and Sets

1. The Binder shall be able to match the binding pattern, placement of lettering on the spine, and color of stamping foil and cloth on already-bound volumes of the Library's serial titles. To ensure this, the Binder shall make and maintain, at no extra cost, rub-offs, a computerized file, or other records by which uniformity shall be achieved. This undertaking should be completed within sixty (60) days of the effective beginning date of this contract, and before the initial serials pickup is made.

K. Computer Services

1. The Binder shall make available, at no extra cost, computer produced services. These shall include, but not be limited to the following:

   a. A computerized system for producing preprinted tickets for serials binding. The Binder shall be able to provide, within sixty (60) days of receipt of records supplied by the Library, a multiple part binding ticket for each volume of each serial title to be bound during the contract year. Thenceforth, the Binder must be able to produce a complete file of tickets in advance of each contract year.

      (1) The Tickets shall be three-or-more part, carbon interleaved, and printed with binding patterns for each volume of each serial title bound. A separate file must be produced for each Library, and each file must be alphabetized by title. Two of the ticket parts (one of paper, one of light card stock) must be available for Library use. The copy on card stock must be suitable for use as a charge card.

      (2) The binding pattern must consist of: (a) the fixed title and subtitle or other entry, worded precisely as it will be stamped on the spine of the volume; (b) a profile, in correct sequence, of variable information which must be stamped on the spine; and (c) an indication of the correct color of cloth and stamping foil. The Binder must maintain additions, deletions, and changes to this file (as indicated by the Library) on a current basis. A sample binding slip must be attached to the contract bid.

(3) The Binder shall provide the Library with blank binding tickets in the same format as described above, on which instructions can be manually produced for materials having no preprinted binding tickets.

b. An alphabetized list of all titles for which binding tickets have been generated, to be printed out on request. A separate alphabetized list shall be furnished for each participating Library. The list must include the following information: (a) name of Library; (b) title number; (c) binding category; (d) cloth color; (e) title, worded precisely as it will be stamped on the spine of the volume; and (f) variable information profile in correct sequence.

L. Invoices

1. The Binder shall provide detailed invoices for each shipment within seven (7) days of delivery of the shipment to the Library. Invoices shall reflect the price structure delineated in the bid proposal. Each type of treatment shall be listed separately, and include the number of items so treated, the charge per item, and the total charge for that treatment.

II. SPECIFICATIONS FOR MATERIALS

A. Thread

1. Thread used for oversewing shall conform to section 8.2.1 of the Library Binding Institute Standard for Library Binding, 1981 revision (herein referred to as the LBI Standard). Thread used for other methods of leaf attachment shall be of highest quality, and of an appropriate weight, thickness, strength, and fiber for those applications.

B. Paper

1. All paper used in conjunction with the Library's materials (e.g., for endpapers, stubs, pockets) shall have a pH of not less than 7.5 (cold extraction, Tappi T-435), and a minimum alkaline reserve (calcium or magnesium carbonate or both) of 2% based on oven dry weight.

2. All endpapers shall conform in weight and strength to section 8.2.3 of the LBI Standard, as shall the fabric with which they are reinforced. Grain direction shall run parallel to the binding edge.

C. Endpaper Construction

1. Endpapers shall be double folio, and the spine of the outermost folio reinforced with a 1½ inch strip of fabric, in the following cases:

(a) for volumes to be sewn through the fold; (b) for volumes in which the original sewing structure is intact, and which are to be fitted with a new case only; and (c) for single signature materials, such as music scores.

2. Endpapers shall conform to section 8.2.3 of the LBI Standard in the following cases: (a) for volumes to be oversewn, and (b) for volumes to be fitted with a new case only, but which have been oversewn previously and so must have endpapers whip stitched on.

3. Endpapers shall be single folded sheets in the following cases: (a) for standard monographs and serials to be double fan adhesive bound, and (b) for volumes to be economy paperback bound.

D. Adhesives

1. Adhesives used for leaf attachment, back lining, case making, casing-in, and construction of boxes and portfolios shall be high grade co-polymer polyvinyl acetate emulsions with good aging characteristics. A high grade animal glue is also acceptable for some of the procedures used in case making and construction of boxes and porfolios.

E. Back Lining Material

1. Back lining material shall conform to section 13.2.1 of the LBI Standard except when volumes are economy paperback bound, in which case a stretchable back lining material which meets BL-80 specifications of the Library Binding Institute is acceptable. Standard double fan adhesive bound volumes may also be lined with stretchable material, but must have a second lining which conforms to section 13.2.1 of the LBI Standard.

F. Board

1. Board shall conform to section 15.2.1 of the LBI Standard. Board thickness shall be appropriate for the size and weight of the volume to be bound, and shall be available in thicknesses ranging from approximately .060 to .126 inches.

G. Covering Material

1. Covering material for bound volumes and boxes shall conform to section 16.2.1 of the LBI Standard unless a different type of material is requested by the Library for specific items or a specific class of items. Choice of colors for monographs is left to the Binder unless the Library must match a set.

H. Inlays

1. Inlays shall conform to section 14.2.1 of the LBI Standard and shall be alkaline and buffered.

I. Stamping Foil

1. Stamping foil shall conform to section 17.2.1 of the LBI Standard, and shall be white unless otherwise specified.

III. SPECIFICATIONS FOR STANDARD BINDING OF MONOGRAPHS AND SERIALS

A. Definitions

1. Monographs
For the purposes of this contract, a monograph is defined as one piece of graphic material submitted for binding or rebinding as a single unit without reference to another unit, or with no demand placed on the Binder to match the unit to another. Although some items in this category may be bibliographically classed as serials or may be part of a set, the Library assumes responsibility for uniformity of cloth color and cover stamping.

2. Serials
For the purposes of this contract, a serial publication is defined as a single piece of graphic material bound separately, or a series of two or more serially numbered graphic units bound together, for which the cloth color must be selected, and the cover stamped with information so as to match other publications in the same set or series. The Binder assumes responsibility for this uniformity, based on information initially supplied by the Library.

B. Examination and Collation

1. All Volumes
All volumes shall be examined to detect damaged leaves and peculiarities of paper or construction which might make first-time binding, or rebinding inadvisable.

2. Monographs
Monographs shall be collated to insure completeness and correct sequence of pages.

3. Serials
Serials shall be collated to insure completeness and correct sequence of parts and pages, and rearranged if necessary so that the parts will be in the following order: title page, table of contents, text in order as issued by the publisher, and index. Supplements, appendices, etc., shall be arranged in the order indicated by the publisher.

a. Incomplete or imperfect volumes shall be returned unbound unless the Library has acknowledged the incompleteness in some way.

b. Covers, advertisements, and similar material shall be retained in place.

4. Departures from articles B-2 and B-3 above shall be made only when the Library provides the Binder with special instructions.

5. Special Preparation
Whenever necessary, the Binder shall set out (with strips of alkaline paper or cloth of an appropriate weight) all double leaves, maps, and inserts in order to preserve printed matter which would otherwise be destroyed by trimming and/or sewing along the spine edge.

6. Mending
Paper tears shall be mended using strong, alkaline Japanese paper and an alkaline, water reversible adhesive which has good aging characteristics; archival quality heat-set tissue; or "archival quality" paper base pressure sensitive tape. All adhesives, papers, and other materials used for mending must be approved by the Library. The Library shall have the option of establishing a no-mend policy, in which case tears shall not be mended at the Bindery, but shall be brought to the attention of the Library by some simple means, e.g., flagging. When a no-mend policy is in effect, items which cannot be bound before paper repairs are made shall be returned to the Library unbound.

C. Removing Backs

1. Rounded and backed text blocks which must be rebound, and for which it is not possible to preserve the original sewing structure, shall have boards removed and the old rounding and backing taken out by nipping, before the spine edge is trimmed or milled.

2. For text blocks which must have the spine edge trimmed or milled away in preparation for oversewing or double fan adhesive binding, as little as possible (and not more than 1/8 inch) of the edge shall be removed, in order to preserve as much as possible of the inner margin.

3. Very bulky serial issues which are saddle stitched, and which cannot be sewn through the fold (e.g., when they must be bound together with non-saddle stiched issues) shall be prepared for adhesive binding or oversewing by slitting through the fold rather than by trimming or milling.

4. All staples must be pulled from side stitched text blocks to provide an inner margin of maximum width. No text blocks shall have staples removed by trimming or milling. Staples shall be removed from all saddle stitched issues prior to their being sewn through the fold.

5. Where margins of sewn text blocks are narrow and the text blocks are not suitable for sewing through the fold or double fan adhesive binding, the text blocks shall be oversewn with the original folds intact. Where margins of adhesive bound text blocks are extremely narrow, the pages shall be pulled away from the original adhesive if this can be done easily (which is sometimes the case when the original adhesive is a hot melt type), and left untrimmed.

D. Leaf Attachment

1. New Case Only
This method shall be used for all text blocks, either monographic or serial, which will be bound as a single unit (i.e., not with other pieces) and which are already sewn using an adequate number of stitches and sturdy thread. The sewing structure must be in good condition. The original hard or paper cover shall be removed and the old back lining and glue lifted from the spine in a manner which does not disturb the original sewing.

2. Sewing Through the Fold
This method shall be used for the following materials: all serials issued in single, saddle stitched signatures; and monographs which can be bound in no other way without destroying printed matter in the inner margin, and which have special value. Preparation of monographs for hand sewing through the fold shall not include the sawing of slots at the spine edge.

Extremely thick or heavy text blocks and those requiring hand sewing shall be sewn on highest quality linen or cotton tapes of suitable width, spaced no more than 2 inches apart.

3. Double Fan Adhesive Binding
This method shall be used for the following materials: monographs and serials which are not suitable for new casing only or sewing through the fold, are less than 2½ inches thick, and are not printed on glossy, stiff, or other types of paper unsuitable for the process. The spine edge of the text block shall be fanned out, glued up, then fanned out in the opposite direction and reglued so that the adhesive penetrates the inner margin of the volume slightly.

4. Oversewing
This method shall be used for the following materials: monographs and serials printed on sturdy, flexible paper with a margin of at least 5/8 inch, for which no other method of leaf attachement is possible. Items to be oversewn shall be divided into uniform sections not to exceed 0.055 inch in thickness, except those printed on flexible, pulpy paper, which may be thicker sections but not to exceed 0.065 inch. Sewing shall not be closer to the head and tail of the text block than 3/8 inch.

5. The Binder shall be allowed an upcharge per volume for all text blocks which are sewn through the fold or fitted with a new case only (original sewing structure retained). Libraries shall have the option of allowing the Binder to select the method of leaf attachment in accordance with the LBI Standard, which relies chiefly on oversewing.

6. Items Unsuitable for Binding
Items which are unsuitable candidates for any of the above methods of leaf attachment shall be boxed in accordance with special instructions provided by the Library, or returned to the Library unbound.

7. Stubbing

a. When serial parts of different heights are to be bound together, the bottom of the resulting text block should be flush, not the top. Stubbing should be used whenever practical to make up for size differences. In no case shall one piece be trimmed excessively for the purpose of making it conform to a smaller piece with which it must be bound.

b. Stubbing shall be added to volumes to compensate for thick pockets on back covers, and to correct text blocks which flair out towards the foredge.

E. Application of Endpapers

1. When text blocks are to be oversewn, application of endpapers shall conform to section 9.1.0 of the LBI Standard.

2. When text blocks are to be sewn through the fold, the double folio endpapers shall also be sewn through the fold.

3. When text blocks are to be double fan adhesive bound, the endpapers shall be placed on either side of the text block before the gluing up process, and shall be attached during that process.

4. When text blocks with original sewing structure intact are to be fitted with a new case only, endpapers shall be attached by sewing through the folds of the endpapers and the two outermost signatures, front and back (four signatures in all), of the text block.

5. When text blocks have been oversewn previously, and so must have endpapers whip stitched on, the stitching shall be done as follows: holes shall be punched or drilled at a 45° angle, 1 inch apart along the spine edge of the text block, front and rear. The endpapers shall be hand sewn to the block by passing the needle through the holes twice, from first hole to last and back.

6. When endpapers must be tipped onto the first page of a text block, adhesive shall be applied at the spine edge of that page in a swath at least 1/8 inch, but no more than 1/4 inch wide.

7. In no case shall a strip of reinforcing fabric be adhered directly to the spine edge of any page of a text block.

F. Trimming

1. The heads, foredges, and tails of text blocks shall be trimmed as slightly as possible, and under no circumstances shall printed matter be trimmed away. Volumes in which text and/or illustrations bleed to the edges of pages shall be left untrimmed. The Library shall have the option of establishing a no-trim policy for all monographs and/or

serials. The Binder shall be allowed an uocharge per volume for text blocks left untrimmed in compliance with a no-trim policy.

G. Gluing Prior to Rounding and Backing

1. Spines of all text blocks shall be glued prior to rounding and backing.

H. Rounding and Backing

1. All text blocks shall be rounded and backed to conform to section 12.1.1 of the LBI Standard, except the following: those which will be fitted with a new case only--and which the Binder deems sufficiently rounded and backed, or too fragile to be subjected to rounding and backing without risk of damage to the text block or sewing structure; and very thin items including saddle stitched pamphlets and music scores.

I. Back Lining

1. Backs shall be lined to conform to section 13.1.1 of the LBI Standard, except that the lining shall extend at least 1 inch onto each board. Text blocks over 2½ inches in thickness, or which are very heavy, shall have an extra lining of alkaline paper applied over the cloth lining for additional support. Double fan adhesive bound volumes (standard, not economy paperback) shall be lined with a stretchable backlining material and a standard lining.

J. Case Making

1. Boards and inlay shall be securely adhered to the inside of the covering fabric. The inlay shall be cut to the same height as the boards and the same width as the back of the text block.

2. On all volumes ½ inch thick or more, a piece of cord of appropriate thickness shall be placed at each end of the inlay before the fabric is turned over the boards, in order to provide additional strength at the head and tail of the spine. (Cord must be ommitted at the tail of text blocks bound flush with the bottom of the case.)

3. Hinges shall be no more than ¼ inch wide, and covering material shall be uniformly turned in at least 5/8 inch. Cases shall be neatly made.

K. Lettering

1. Type Size and Style
Lettering shall be done to conform to section 17.1.1 of the LBI Standard. All lettering shall be in 18 point type, except for volumes thinner than 1 inch, which may be lettered in 14 point type. All call

numbers, however, shall be stamped in 18 point type. Characters must be available in both upper and lower cases, for use as appropriate in call numbers.

2. Placement of Call Numbers
The order of priority for placement of call numbers on the covers of classified volumes is: (1) in horizontal lines on the spine and, when volumes are thinner than 5/8 inch, (2) in horizontal lines in the upper or lower left-hand corner of the front cover (as specified by the Library), as close to the spine as possible. In no case shall the call number be stamped in vertical lines.

3. Placement of Author/Title Information
The order of priority for placement of author/title information on the covers of volumes is: (1) in horizontal lines on the spine, and (2) in vertical lines running down the spine.

L. Casing-in

1. Volumes shall be cased-in and pressed between metal edged boards or in a hydro-press (i.e., a building-in machine). If the hydro-press is used, the heat, pressure, and dwell time shall be sufficient to set the joints, insure good adhesion, and permit the boards of the book to open easily. The adhesive used for casing-in shall be completely compatible with that used for making the case.

2. The square which projects around the head, foredge, and tail of the text block shall be proportionate to the size and weight of the text block.

3. Flush Binding
When the text block is extremely thick or heavy, it shall be bound flush with the bottom of the case at the request of the Library. Boards must be custom cut to eliminate the square at the tail of the volume. The Binder shall be allowed an upcharge for flush binding.

M. Binding Slips

1. Binding slips shall be attached to the page following the title page in a non-damaging fashion. They must be easily removable.

N. Pockets for Supplementary Materials

1. Pockets shall be made of alkaline paper, tear resistant fabric, or fabric and board, depending on the bulk and weight of the materials they are designed to protect. They shall be constructed so that the materials they contain are firmly supported, and are not easily damaged as they are inserted in or removed from the pocket.

O. Inspection

1. All bound volumes shall be carefully and critically inspected for defects in all aspects of construction and lettering, and shall be wiped clean before packing if necessary.

IV. ECONOMY PAPERBACK BINDING

Binding procedures for economy paperback binding are the same as those for standard double fan adhesive binding except as follows:

1. Volumes to be economy paperback bound must be paperbound originally, and not taller than 12 inches or thicker than 1½ inches. Collating shall not be required.

2. The complete original cover shall be removed from the text block and laminated with clear polyester film. This sheet shall be used for the board covering, as in regular case making, except that no cord is added at the top and bottom of the inlay for spine reinforcement. At the discretion of the Library, and whenever the original cover is not suitable for lamination, a Type-II covering material shall be substituted, the color to be chosen by the Binder.

3. After the spine of the text block is milled and adhesive applied using the double fan method, it shall be lined with stretchable cloth according to procedures used for standard adhesive binding. While a second lining is applied to books bound in the standard style, it may not be for economy paperback bound volumes.

4. Volumes shall be rounded, backed, and cased-in in accordance with procedures used for standard double fan adhesive bound volumes.

5. No title, author's name, or call number shall be printed on spines of laminated covers. Brief author and brief title information, and complete call numbers shall be printed in vertical lines running down the spine of Type-II covers.

V. PORTFOLIOS, BOXES, AND MISCELLANEOUS BINDING TREATMENTS

A. Portfolios

Portfolios shall be constructed of materials which conform to the materials specifications of this contract. Boards shall be of a weight suitable for the size and weight of the contents they are meant to protect. The grain shall run in the direction of the longest dimension of the portfolio. Ties shall be a high quality dye fast cotton twill or nylon tape, or unbleached linen tape.

A portfolio shall have three or four flaps, each flap completely covering its contents so that there is no overlap line in contact with the contents. A portfolio shall not be more than 1/8 inch larger all around than its contents, and must be able to accommodate irregularly shaped materials. The lining shall be of alkaline paper, or the board must be free of lignin and have a pH of higher than 7.5 with an alkaline reserve of no less than 2% calcium or magnesium carbonate (based on oven dry weight).

B. Double-tray Book Boxes

Double-tray book boxes shall be constructed of materials which conform to the materials specifications of this contract. Boards shall be of a weight suitable for the size and weight of the contents they are meant to protect. Boxes shall be made plain, or shall have a drop-back construction; shall provide firm support for their contents; and shall be made so that the contents can be easily removed and replaced in a non-damaging fashion.

C. Phase Boxes

Phase boxes shall be constructed of strong, flexible, alkaline buffered board which will crease without splitting. The Library shall designate choice of gray/white barrier board (approximately 55 point), or lignin-free board of approximately the same thickness.

Box configuration shall be: two custom cut strips of board, crossed and adhered to form a floor and four flaps which wrap around a book and support it firmly. The flap to be folded over the book first shall cover its entire front board, and shall be stamped "Fold This Flap First." The box shall be held closed by very strong waxed linen cord ties and rivets. Rivets shall be attached to the foredge (not to the front or rear face), so that the box does not damage materials which will be shelved beside it. Brief author/title information and call number shall be stamped on the spine of the box using black foil.

D. Miscellaneous Binding Treatments

Styles of binding other than those specified in this contract may occasionally be requested by the Library. Specifications for services not described in this contract (e.g., budget binding), and rates charged for those services shall be included by the Binder in the bid proposal. Any special treatments (or extra labor for standard treatments) for which an hourly rate is to be charged shall not be carried out by the Binder without the express permission of the Library.

E. Improvements and Innovations in Methods and Materials

Any improvements in traditional methods and/or materials used by the Binder shall be acceptable to the Library within the terms of this

contract under the following conditions: the methods and/or materials must undergo extensive, documented testing which measures their strength, durability, and functional qualities (e.g., openability of the bound volume); and tests must clearly indicate that the innovation(s) will lead to better protection and greater longevity of the text block. Adoption of any technical innovation must be approved in writing by the Library.

APPENDIX I

LIST OF STATE AGENCIES

State Universities

1. Central Connecticut State University
   1615 Stanley Street, New Britain, CT 06050

2. Eastern Connecticut State University
   83 Windham Street, Willimantic, CT 06226

3. Southern Connecticut State University
   501 Crescent Street, New Haven, CT 06515

4. University of Connecticut (including Main, Music, and Pharmacy Libraries)
   Storrs, CT 06268

   Regional Campuses of the University in Groton, Stamford, Torrington, Waterbury, and West Hartford (including the Schools of Law and Social Work)

   University of Connecticut School of Business Administration
   39 Woodland Street, Hartford, CT 06105

   University of Connecticut Health Center
   263 Farmington Avenue, Farmington, CT 06032

5. Western Connecticut State University
   181 White Street, Danbury, CT 06810

Community Colleges

6. Greater Hartford Community College
   61 Woodland Street, Hartford, CT 06105

7. Housatonic Community College
   510 Barnum Avenue, Bridgeport, CT 06608

8. Manchester Community College
   60 Bidwell Street, P.O. Box 1046, Manchester, CT 06040

9. Mattatuck Community College
   750 Chase Parkway, Waterbury, CT 06708

10. Middlesex Community College
    100 Training Hill Road, Middletown, CT 06457

11. Mohegan Community College
    Mahan Drive, Norwich, CT 06360

12. Northwestern Connecticut Community College
    Park Place, Winsted, CT 06098

UNIVERSITY OF COLORADO, BOULDER

University Libraries

September 2, 1982

TO: Don Schwartz
Darlene Fahrenholtz
Buying and Contracting

FROM: Paul Sheldon
Head, Cataloging Department

SUBJECT: Commercial library binder bidding specifications

The selection of a commercial library binder for a university library is a very significant decision which directly affects the ability of the library to meet the mission of preserving for use those materials acquired for academic and research activities. The library binder provides a service which is as important as the product which it produces.

For this reason it is very important to establish the qualifications, reputation, and experience of the commerical library binders who bid the work for the UCB Libraries. The UCB Libraries has one of the largest library binding activity levels in the state. The work mix is very broad and complex. It is important for the UCB Libraries to deal with a single vendor because of the service and communications aspects inherent in the preservation activity.

The following are specifications which apply to all books, periodicals, serials, newspapers, and other materials which are to be bound for the UCB Libraries. The specifications are to be followed by the vendor unless written or verbal instructions state otherwise.

Attachments

cc: Clyde Walton
Eugene Petriwsky

Campus Box 184 • Boulder, Colorado 80309

University libraries

University of Colorado, Boulder

General Library Binding Service Conditions

1. The vendor (commercial library binder) must be a current certified member of the Library Binding Institute (LBI). The length of time which the vendor has been in the library binding business and the stability of the business is very important. Verification of bidders credentials must be established through examination of LBI inspection reports, contact with present and former customers of similar account size and complexity to the UCB Libraries, relative financial position and stability of the firm, and through plant inspection by a UCB Libraries representative.

2. The vendor awarded the contract must do all of the work. Materials sent to the vendor may not be transferred to another firm for binding.

3. The vendor must have an inplant quality assurance program. The standards for binding must meet or exceed the American Library Association and Library Binding Institute standards (1981) for quality of materials and binding techniques used unless agreed to by the UCB Libraries. The service must meet the expectations of the UCB Libraries. In the event that service or quality are not satisfactory, the contract may be cancelled within an established time from written verification.

4. The vendor must provide pickup and delivery service to the appropriate room in Norlin Library. The vendor must be responsible for UCB materials while in transit and while in the plant. The vendor must replace or reimburse the UCB Libraries for lost or damaged materials. The vendor should demonstrate this through a certificate of insurance for "all risk" coverage.

5. The turnaround time for binding shipments should be four weeks. An agreeable schedule should be mutually established by the binder and the UCB Libraries. Some allowance may be made for slight schedule changes.

6. Rush service must be provided on a two week turnaround basis.

7. The vendor must use the UCB Libraries binding forms. If the UCB Library should find an advantage to itself to use vendor supplied forms or communication system, the UCB Libraries may decide to change.

8. The vendor must match the lettering/stamping of existing binding for periodicals and serials. The vendor is responsible for the expense of establishing "rub" records for this lettering and stamping practice through examination of our previously bound periodicals and serials.

9. All lettering and stamping should be in white.

10. All binding color choices should be that of the library unless left to the binder by binding type in this agreement. The library will specify color choices for all periodicals and serials, theses, and some Class "A" book binding. All other color choices will be left to the vendor.

11. The library perfers that extra charges for excess thickness, excess height, map pockets, excess lettering/stamping, call numbers, etc. be avoided. Flat rate pricing by binding category or type should include all of these. Exception may be made for special work requested by the library on a flat rate per hour basis for hand work. The UCB Libraries will provide bidders with information on the quantities of the various binding types.

12. The UCB Library prefers a multi-year contract if possible. The contract should expire with the end of an appropriate university fiscal year (June 30th). A price escalator clause is acceptable to achieve a multi-year contract.

Specifications for material NOT bound to LBI Class A Standards

The vendor will use the best technical judgement for alternative techniques or methods of attaching signatures. Certain materials must be bound using the Ehlerman double fan method of adhesive binding. Others, primarily paperback books, may be adhesive bound with another method. Rebinding may include recasing. Generally, these techniques are provided for in Appendix 4 of the LBI standards.

1. Ehlermann double fan adhesive binding. Certain periodicals, serials, and some books. The UCB Libraries will request this method for some materials and will allow the vendor to use its best technical judgement to select other materials for this binding method when Class A methods are deemed less desirable.

Should use grade F buckram, provide full stamping/lettering including call numbers, and provide color choice to the UCB Libraries.

2. Economy adhesive binding. Primarily for paperback books. Vendor to use its best technical judgement to select method.

Library will specify which items are to receive this type of binding. An economy cloth may be used, with short binding title, no color choice, and no call numbers.

3. Recasing. The UCB Libraries will request this method for some materials and will allow the vendor to use its best technical judgement to select other items for this binding method when Class A methods are deemed less desirable.

Should use grade F buckram, provide full stamping/lettering including call numbers, and provide color choice to the UCB Libraries.

STATEMENT OF UNDERSTANDING ON BINDERY OPERATIONS

Duke University Library
January 1983

I. Call Number

A. Placement

1. No call numbers having more than one line shall be put on the spine by Ruzicka.
2. When a Perkins periodical has only one cutter line, it shall be put on the spine by Ruzicka.
3. For branch periodicals, one of the following designations should be put on the spine if that designation is the only thing appearing in the space on the bindery ticket marked "call number:"

B-F
Chem
D.M.L.
E.C.L.
Eng'g
M-P
Music

B. Arrangement

1. The bindery will put on the spine only that part of the call number in the "volume and date" section of the bindery ticket. The arrangement should be horizontal if possible, but if vertical, should begin near the top of the spine after title and extend downward.
2. The part of the call number which relates to a specific volume in a set (i.e., volume, date, part, etc., referred to hereafter as variable information) should appear in the same order on the spine as it does in the volume. There is a bibliographical difference between the following listings:

v.4	no.647-721	1958
1958	1958	no.647-721
Sept.-Dec.	v.4	v.4
no.647-721	Sept.-Dec.	Sept.-Dec.

The arrangement of this part of the call number may vary from one volume to another in the same set.

3. When the variable information appears in the space on the bindery ticket marked "volume and date," it should appear in the middle of the spine for the following:
   a. Periodicals which have a call number beginning with Per
   b. M-P periodicals which have a call number beginning with 510.5
   c. Federal documents and monographs as indicated.

C. Agreements

1. The call number information on the binding ticket will follow the pencilled call number in the book.
2. The library will be responsible for determining whether part of the call number should be at midspine.
3. The bindery should not alter or change the placement of any information to be placed on the spine.
4. Parts of the call number which are within parentheses on the binding ticket should not appear on the spine, unless specifically designated.
5. The designation "per" in a volume's call number should not appear on the spine.

II. Binding title

A. Definition

The binding title consists either of an author and title, or of a title only, and is the information which appears on the spine. In the absence of some qualifying statement, the binding title will appear in the spaces on the bindery ticket marked "author" and "title." Unless otherwise indicated, information in parentheses should not appear on the spine.

B. Placement

If space permits, the entire binding title should appear on the spine. If a spine location is impractical, the bindery may place the binding title on the front cover of the bound volume.

C. Arrangement

1. The library prefers the binding title to appear horizontally on the spine. When a narrow spine requires a vertical arrangement, the binding title should begin near the top of the spine and extend downward leaving two inches at the base of the spine. This also applies to theses.

2. In a horizontal arrangement, the title will appear above the personal author:

LOOK
HOMEWARD
ANGEL

WOLFE

3. In a vertical arrangement, the personal author will appear after the title:

HARMONY AND MEL
JOHNSON

4. The corporate author in a binding title that consists of a corporate author and title will appear as follows:

JAPAN ACADEMY

PROCEEDINGS

JAPAN ACADEMY PROCEEDINGS

D. Agreements

1. The bindery should not shorten the binding title that appears on the binding ticket.
2. Parts of the title within parentheses on the binding ticket should not appear on the spine, unless specifically requested otherwise.
3. The bindery should follow the binding ticket for all titles in foreign languages, although the title may appear to be wrong.

III. Covers

A. General Statement

It is library policy to bind all covers. Covers are particularly desirable in the following cases:

1. When the cover is included in the pagination of the volume.
2. When the cover serves as a title page or contents page for the volume.
3. When the cover includes useful information (lists of titles in series, critical reviews, biographical data, information not found on the title page, etc.).
4. When the cover is that of a volume of church minutes.

B. Agreements

1. The binding ticket for each volume will include directions for the binding or discarding of covers. If the binding ticket omits this direction, it is a library error; the bindery staff is free to exercise its judgment as to the disposition of the cover.
2. If the instruction on the binding ticket, in regard to covers, will necessitate additional charges or create serious technical difficulties, the bindery may disregard the instruction and discard the covers, unless the library specifically asks to have covers retained.

IV. Advertisements, title pages, indexes and other supplemental information

A. General Statement

It is library policy to bind advertisements and supplemental information in all volumes.

B. Agreements

1. The binding ticket for each periodical will include the instruction "bind any ads." This is a routine instruction that does not imply that there are ads in the volume under consideration.
2. Although the binding ticket for a monograph or other single title will usually carry no instructions about ads, the bindery should bind any advertising material in the volume.
3. The library staff will place all indexes, title pages and contents where it wishes for them to be bound. Ruzicka should not move an index, title page or contents.

VI. Size

A. General Statement

The library establishes no standard for the minimum thickness of volumes: but it seeks--in order to avoid additional binding charges and to obtain a more durable volume--to limit maximum thickness of volumes to two inches. Exceptions often occur when a title page or index prompts the cataloger to request a thicker volume. Pieces of varying height are sometimes bound in the same volume.

B. Agreements

Pieces of varying height should be bound together "flush at the bottom." It is understood by Ruzicka that this is standard for Duke University binding and the instruction is not typed on bindery tickets (at Ruzicka's request, 1967).

VII. Type of Binding and Color

A. Type of binding

General Statement - It is library policy to bind most volumes in ALA binding. Superflex binding is appropriate, however, for some volumes which will not receive heavy use. Within a set, there may be a permanent or occasional change from one style of binding to the other.

B. Color

1. General Statement

It is library policy to maintain a uniform color pattern throughout sets and serials and to select the nearest matching shade when there is a change in binding specification (e.g. from ALA to superflex or vice versa). Duplicate copies of a single-title monograph are not necessarily bound in the same color.

2. Agreements

a. The library is responsible for maintaining a uniform color pattern throughout sets and serials and for including a direction for color on each binding ticket. It should note any changes of color on the binding ticket.
b. The bindery should follow the binding ticket.
c. The library staff will choose a color from the chart below when setting up a new serial or periodical title.

ALA	Color	Superflex
990	black	8399
490-8	green	8343
599	blue	8356
192	maroon	8318
598	blue	8356

d. Sets and duplicate copies will be bound in blue.
e. Thesis will be bound in ALA 990.

VIII. Binding Standards

A. General Statement

Library policy requires an intensive examination of each volume during the cataloging process and does not require a repetition of this procedure in the preparation of ALA volumes for the bindery. The bindery collates ALA volumes, but it does not collate superflex volumes. Collation involves a page-by-page examination of each volume to determine whether it is complete and the contents are in proper sequence. Anything that appears incomplete in the call number should be questioned.

B. Agreements

1. Although the binding ticket may mention any problem, the bindery is responsible for observing and taking action on the following problems in ALA volumes:

a. folded pages
b. inadequate margins
c. mutilated pages
d. brittle paper
e. the need for signature sewing, especially in Music volumes with scores
f. binding flush at the bottom
g. when the call number is at the back, binding the volume so that it reads back to front.

2. The bindery should observe and take appropriate action on the following problems in superflex volumes:

a. folded pages
b. brittle paper

c. when the call number is at the back, binding the volume so that it reads back to front
d. inadequate top, bottom, and right margins

3. The bindery should comply with specific directions on a binding ticket relative to signature sewing. The occasional inclusion of this direction on the binding ticket indicates that the library has a particular reason for the request.

4. The library will issue an instruction via the binding ticket on the disposition of loose supplementary material within a particular volume. Typical directions include: "Make pocket for folded material"; "Make pocket for maps": and "Make tie-folder for plates."

IX. Charges

Volumes which require extra repair may be processed if the additional charge does not exceed $15.00. If the additional charge exceeds $15.00, the volume should be returned to the library for consideration.

X. Orders, Shipments, etc.

A. The bindery will make a scheduled trip to the library each Friday to collect a processed shipment consisting of at least 250 volumes.

B. The library will notify the bindery by Thursday afternoon if it has not completed the preparation of its weekly shipment.

C. A purchase order will be sent for each shipment.

D. If the order lists volumes that cannot be located when the bindery staff unpacks, the bindery will address a copy of the order (with the notation NR [not received] beside the missing volumes) to: Bindery Assistant, Serials Department, Perkins Library, Duke University. The bindery will delete the "NR" volumes from its copy of the order, and the library will cancel the same items locally. If these volumes are subsequently located in the bindery or the library, they will be listed on a subsequent order.

E. The bindery will complete each order in two billings. Since each order should be ajusted within three months of its date, the library will trace any volume which has not been returned within that time.

F. Rush orders will be sent to and from the bindery in a separate package or carton marked "Rush."

G. Transaction numbers as they appear on the Duke purchase order are to appear on the invoices.

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XI. Correspondence

A. Address rush orders, "not received" statements and responses to tracers for all libraries except the Medical, Law, and Fuqua School of Business Libraries to Bindery Assistant, Serials Department, Perkins Library, Duke University.

B. Address invoices for all libraries except the Medical, Law, and Fuqua School of Business Libraries to Acquisitions Department, Perkins Library, Duke University.

C. Address any telephoned or written communications relating to policies of the Perkins Library to: Assistant University Librarian for Technical Services, Perkins Library, Duke University.

XII. Miscellaneous

This understanding shall be distributed as follows:

a. Original: Assistant University Librarian for Technical Services, Perkins Library
b. First Copy: Joseph Ruzicka, Inc., P.O. Box 21568, Greensboro, North Carolina, 27420
c. Second Copy: Head of Serials Department, Perkins Library
d. Third Copy: Bindery Assistant, Serials Department, Perkins Library.
e. Fourth Copy: Administrative Office, Perkins Library.

William C. Gosling
Assistant University Librarian
for Technical Services

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UNIVERSITY OF ILLINOIS LIBRARIES

LIBRARY BINDING SPECIFICATIONS

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SPECIFICATION III

Specifications of Methods and Materials

for Fabricating Bindings

for Volumes of Extraordinary Value

and/or Volumes

in Less Than Optimum Physical Condition

6.1 Scope. Special and archival volumes, including volumes from special collections, volumes of special historic, bibliographic or monetary value, unique volumes, volumes with weak or brittle paper and other physical inadequacies shall be bound or rebound using techniques which are as non-destructive as possible. The maintenance and enhancement of the physical well being of volumes handled under this specification is a primary intention of the Library; however esthetic considerations must also be given some weight in determining how these materials will be handled and in determining exactly what materials are to be used in their binding, rebinding, and/or repair. Ordinarily this type of binding and preservation work shall be at the request of the Library; however the Bindery may, with the approval of the Binding Librarian, shift to this type of handling volumes for which it was not originally requested In instances in which two or more virtually exclusive techniques or courses of action may be possible, the Bindery is expected to choose the least destructive; however, in doubtful situations, the alternatives should be communicated to the Library and a mutually acceptable course determined. Ordinarily the Library shall accumulate volumes to be handled under this specification and send them to the Bindery at monthly or less frequent intervals in groups of at least 25 -- 50 volumes. However, the Library may on occasion send single items or smaller quantities than normal in order to provide timely availability of volumes to its patrons.

6.2 Sewing. Old sewing of all types, including that on raised bands as well as those types with smooth backs, shall be retained whenever possible as shall old hand sewn head and tail bands. Old sewing may be repaired by suitable hand sewing when possible. Sawing and tying with as little disturbance as possible of the original sewing may be used when required, especially on volumes with weak or brittle paper. New sewing, when it is used, shall be through the folds of the signatures, the folds having been reformed and reinforced when necessary. Acid free, flexible, long lasting adhesive may be used to reinforce old sewing in conjunction with new back lining fabric, and such adhesive also shall be used in conjunction with sawing and tying. Adhesive binding, generally applied by hand with suitable care, may also replace sewing when signature folds are absent or are so damaged or deteriorated that repair and reinforcing are impractical. Oversewing and other destructive or potentially destructive techniques are prohibited in this specification.

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6.3 All mending, repair and reinforcing of volumes sent under this specification shall be done using safe, stable, long lasting archival quality materials and techniques. All such materials shall be permanent/durable or acid neutral, and all such procedures shall be reversible and done in accordance with generally accepted archival and conservation standards. Further, such materials shall be esthetically appropriate to the volumes on which they are used. This paragraph prohibits the use of all plastic pressure sensitive mending type and plastic laminates either pressure sensitive or heat activated which do not explicitly meet the above stated requirements.

6.4 All components of the binding which actually touch the bookblock shall be of permanent/durable or acid neutral material. This includes adhesives, end papers, papers used in reinforcing the volume, and the inlay strip. Binding components which are not acid neutral and/or of conservation quality are prohibited in this specification in all cases except those instances in which there is an intervening barrier sheet of acid free material between such components and the bookblock.

6.5 Volumes handled under this specification ordinarily shall not be trimmed, shaved, or have the edges sanded or altered in any fashion without explicit permission of the Library. All deckled or untrimmed edges or edges which have been marbled, covered with gold, spattered, stippled, gauffered or otherwise decorated shall be retained. In those instances where trimming is advisable the Library upon receiving advice of its need may specify one or more margins which may be trimmed.

6.6. Binding Components.

6.6.1 Boards, end papers, and other binding components shall be cut to fit each volume taking into account any irreparable or irreversible distortion from the original shape and any lack of squareness caused by age, use, or prior binding practices.

6.6.2 Board shall meet the specifications indicated in paragraph 2.5 above. The thickness of board used shall be in proportion to the size and weight of the volume.

6.6.3 Cloth. Cover cloths used under this specification shall be appropriate in weight to the size of the volume. The Binder shall have available for use at least two weights of cover cloth, the heavier of which shall be approximately equal to Group F buckram in weight for large and heavy volumes and the lighter approximately equal to Group C cover cloth in weight for smaller and lighter weight volumes. These cloths, which may be available in a limited number of colors, shall also be appropriate in appearance to the older special and archival volumes anticipated to form the major portion of work under this specification. In addition, the Group F buckram type fabrics as indicated in 2.7 may be used in covering older periodical volumes which may be rebound under this specification. The lighter fabric may be a linen type material. Bidders may be asked to submit samples for consideration of color, weight and appearance once the apparent low bidder is determined. The offered colors must be equal to or better than the colors currently in use as determined by the University.

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6.6.4 End Papers. Ordinarily buff or off white end papers shall be used on volumes handled under this specification.

6.6.5 Stamping shall make use of foils, as specified in paragraph 2.8 above.

6.7 All volumes shall be carefully and critically inspected to determine adherence to this specification and to accepted conservation standards, and to accepted standards of workmanship.

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(EXCERPTS FROM CONSERVATION POLICY STATEMENT MORRIS LIBRARY, SOUTHERN ILLINOIS UNIVERSITY)

3.2 Commercial Binding

A commercial bindery provides an important service to a library, but as a profit-making, mass-production enterprise it can not deal with books on an individual basis and is limited by current technology and the availability and cost of labor and materials. As a result, the responsibility rests with the Library to demand good materials and quality workmanship.

The system of bid-letting for contractual services can work against the Library's objective of securing quality workmanship. There is no such thing as a cheap quality product. The Conservation Librarian and the Serials Librarian work closely with the Purchasing Department to insure that commercial binding specifications are written to provide the library with a wide range of commercial services utilizing quality materials and techniques.

Schedules and coordination of commercial binding for the Divisions are designed to minimize the time an item is unavailable for use—regardless of convenience to the vendor or Binding Preparation. A system of recall is built into binding preparation procedures so that needed serials can be retrieved up to one week before a shipment goes out.[1]

A visit by the Conservation Librarian to the vendor's premises is a prerequisite to the awarding of the contract.

Trips are made to the commercial bindery as necessary to acquaint bindery preparation staff with the entire process and to see that materials are being handled properly. Library staff responsible for selecting items for commercial binding must be familiar with procedures and trade language to be capable of making appropriate decisions.

Commercial bindery shipments are regularly inspected to see that contract agreements are being met.

Selection of method of sewing is the single, most important aspect of binding; the Conservation Librarian should impress upon the vendor the necessity of library input in this crucial area.

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[1] This arrangement requires that the Division definitely know that an item was sent for binding--to avoid searching for items that were possibly sent for binding.

Time/money saving automation procedures developed by the commercial bindery are used where appropriate.

The Conservation Librarian will encourage the commercial bindery to introduce flexible, non-destructive binding techniques and review any products they offer in view of the Library's needs and good binding practices.

3.3 Repair

While there is much uniformity in bookmaking, each book in need of repair is unique. Binding materials and binding structure vary and the paper on which books are printed varies drastically in quality. Each book has its own history of use and abuse.

Strict adherance to preventative measures and common sense treatment of library materials will reduce the numbers of repairs necessary. Divisional libraries are discouraged from making temporary repairs. PRESSURE-SENSITIVE TAPES (except for Filmoplast®) SHOULD NEVER BE USED FOR REPAIRS.

Routine repair and rebinding procedures are highly developed to reduce the time an item is unavailable for use.

Detailed specifications are prepared for the materials used in binding and repair.

When it is reasonable to do so, the original cover is retained and restored rather than making a new cover or sending the book for commercial binding.

Mass production techniques are used to save time and money, but one person will perform all the operations on a single book.

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NON-AUTOMATED CONTRACT ITEMS

CAUTION: Submit Contract Order Form BC-12, in triplicate, when ordering items listed on this page

GENERAL CONTRACT INFORMATION

GENERAL LIBRARIES, UNIV. OF TEXAS, AUSTIN (STATE PURCHASING OFFICE CONTRACT _ general information section)

I. CONTRACT CLASS: 130

II. CONTRACT PERIOD: 9/1/84 Thru 8/31/85

III. GENERAL DESCRIPTION: Binding, rebinding, and repairing of books, magazines, periodicals, etc.

IV. TYPE CONTRACT: Firm Price, non-automated. This means the prices contained herein are firm for the term of the contract. (Awarded by Zone)

V. GENERAL INFORMATION:

A. Spot Purchase Option: The State will have the option of making purchases of any order totalling $100.00 or less under this contract or under established Spot Purchase Procedures. In the event an order totalling $100.00 or less is placed under this contract, the State will pay the cost of transportation.

B. Contract binding of this class includes the binding of newly printed books, rebinding of books, magazines, pamphlets, and reports. The binding of original manuscripts, report sheets, newspapers and any other written or printed material not otherwise classified which is to be placed in permanent covers.

C. For the purpose of this contract, the definition and designation of what is considered a book, periodical, etc., will be based upon the following definitions:

1. Except where otherwise indicated in this contract, a book shall be considered to be any standard-sized graphic material consisting of an appreciable number of leaves or folded sheets produced originally as a unit and for binding, rebinding, prebinding or sold prebound as such a unit and not requiring special handling.

2. Except where otherwise indicated in this contract, a standard periodical volume shall be classed as a magazine and shall consist of a series of multileaved, like-constituted, serially numbered graphic units submitted for binding or rebinding into a scheduled multi-unit volume, not requiring special handling.

D. The contractor is required to perform the requested services only if the items have been prepared by the agency in accordance to the terms and conditions specified herein and when applicable in accordance to the established practices established by the Library Standards Institute in their current manual.

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E. Contractor will furnish at his own expense all material and items necessary for the proper completion of services requested. This will include the following:

1. Approved binding slips
2. Approved color swatches
3. Listof scheduled shipment dates
4. Rubs where applicable

(No less than a four part form)
Note: When a binding slip is required, one part must be returned with the volume.

F. Standardized lettering will be supplied under this contract. Exceptions will be noted in the specified class and items. The lettering will be 14 and 18 PT sans seriff gothic medium or condensed type style, all capital letters.

Prices include up to seven lines of lettering for magazines, books, manuscripts, thesis, newspapers, etc. Lettering may be of hot metal cast type or thermal stamped lettering.

G. The agency will furnish the contractor instructions in writing for binding not conforming to L.B.I. standard library binding. This includes extra binding where specific instructions should be given for materials, repairs, restoration, special work, etc.

H. The agency will submit a binding slip supplied by the contractor, or may supply its own slip as approved by the contractor, with every volume to be bound, with all necessary information legibly detailed in the proper location on the slip. Binding slips for plastic binding are not required unless lettering by the binder is required or there are special instructions.

I. The contractor shall immediately contact the agency to obtain the binding data for any work received which does not contain a bindery slip and/or special instructions.

J. Special Work: Special work is defined to be any repair or binding requirement not specifically covered under a bid price structure herein. Provisions have been made for special instructions and space for the bidder to give his per hour charge for this type work. Actual time must be kept on all special work authorized by the agency and must be invoiced accordingly.

K. The State reserves the right to handle the binding of "rare" books either under this contract or under approved delegation locally.

VI. SHIPPING, PACKING, AND TRANSPORTATION:

A. The cost of transportation to and from the bindery shall be the contractor's expense.

B. The agency and the contractor shall establish a regular schedule for shipment to the bindery, and establish the location of pickup and delivery site for contractor pickup and delivery. The schedule should reasonably provide for work to be done on a regular basis over the twelve month period of the contract. The schedule shall be established and the type of pickup and delivery (either

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by the contractor or a commercial freight line) in the first month of the contract.

C. The agency shall notify the contractor when a schedule pickup is required or when a shipment is going to be submitted to a commercial carrier for delivery. The agency shall include a copy of the requisitioning order with each shipment.

D. The agency will pack all volumes, and have them available for shipment on the scheduled date. Pack all volumes so that loose pages and/or covers cannot be separated from the volume they are part of. Valuable and/or rare volumes or volumes over fifty years of age shall be marked "special handling", particularly those to be specially insured. Tie all periodicals together by series.

E. The agency should separate and pack the work to be processed in different cartons. Each carton not to exceed 50 lbs. in weight.

Each carton shall contain only like material, clearly marked as to contents.

1. Separate ordinary circulation volumes from rare and special materials.

2. Separate volumes according to treatment they are to receive, i.e., class and item, all L.B.I. standard library binding, fine binding, sub-standard binding, rare books, etc.

3. Keep sets together. Remove foreign articles, such as paper clips and book marks.

4. Discuss materials requiring special handling with your contractor.

F. Preparation of book volumes by the agency prior to shipping (in preparing volumes for the contractor, the agency should follow these practices.)

1. Provide contractor with a copy of requisitioning order, with the total number of items to be serviced by class and item designation.

2. Submit a list of all items by titles and authors, editors, pseudonyms, or other significant identification.

3. Include binders slip with each separate volume, listing specific colors, transliterations, abbreviations of too-long titles, letterings of foreign titles, call numbers, and special instructions on deviations from standard binding.

4. Tie or pack sets together, and indicate sets that are to have identical bindings.

5. Send sample volumes or rubbings if matching is necessary (all rubbings shall clearly show the base line of the volume.)

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6. List reference volumes.

G. Preparation of periodicals by the agency prior to shipping.

1. Determine how volume is to be bound (as received, with ads, without ads,missing issues, etc., see specific class and item.)

2. Specify whether extra thick periodical can be bound in one or more volumes.

3. Specify arrangement for placing of index title page, etc.

4. Tie together as they are to be bound, i.e., single volumes, two volumes together, divided volumes, or indicate on binding slip manner in which issues are to be bound.

5. Put removable binders slips of recommended form in each volume under the first cover with edge extended, or secured by tying cord. Do not use staples or paper clips.

6. Binders slips shall contain the following minimum information.

a. Check collating and other instruction symbols.

b. Type or print legibly lettering to be used.

c. Type or print legibly any speciial instructions.

d. Check if new and note color preferred.

e. Check if binding is other than library binding.

H. Whenever the condition of the item to be bound is not adequately specified in this contract, it is the agency(s) responsibility to submit to the contractor in writing any unique requirements requested and receive acknowledgement from the contractor that he can provide said services under the class and item requested. Before submitting the item(s) to be bound, submittal of a sample of the item with the request may be necessary for proper determination by the contractor of services required.

I. Acid free end sheets are required under Section I.

VII. DELIVERY REQUIREMENTS:

A. Standard delivery - all work submitted not requiring "rush" delivery will be classified as "standard" delivery. The contractor will be required to deliver all completed work to the agency within thirty (30) calendar days from the date books leave the agency.

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B. Rush delivery - all work submitted on a "rush delivery" basis must be returned to the agency within fifteen (15) calendar days from the date books leave the agency. Any delivery requirement by the State requiring shorter turn-around time than provided by this contract will be handled by the agency under "emergency purchase" procedures.

VIII. LIABILITY INSURANCE:

The contractor will maintain insurance in full force and effect to protect agencies' property which may be in the contractor's custody.

A. The insurance contract must provide for "all risk" coverage for all items except rare books or extremely expensive (over $250.00) volumes. For these, special arrangements must be made in advance.

B. The limit of liability for any volume lost or destroyed shall be the equivalent to the replacement cost of searching, ordering, and processing. This replacement cost shall be the actual costs to the agency. At no time will replacement exceed $250.00 per volume under the terms and conditions of this contract.

IX. SILENCE OF THE SPECIFICATION

A. The apparent silence of this specification as to any detail of responsibility, procedure, or materials to be used, shall be regarded as meaning that, where applicable, the L.B.I. manual of standards shall apply unless in conflict with State laws and procedures. Wherein the L.B.I. standards do not apply, the silence of the specifications shall be regarded as meaning that only the best commercial practices are to prevail and that only materials and workmanship of first quality are to be used. All interpretation of this specification shall be made from this statement.

B. Rebinding of magazines shall be charged as a magazine and not a book.

C. Rubs: If a rub is required, the binding will carry the magazine rate.

LIST OF CONTRACTORS AND PERSONS TO CONTACT

1-48-066-7380-3
American Bindery, Inc.
914 Jefferson St.
Topeka, Kansas 66607

Beverly A. Gourk
913-233-4252
800-255-3502

1-74-109-3399-2
Library Binding Co.
P. O. Box 7217
Waco, Texas 76710

Frank J. Jasek
817-753-2464
2900 Franklin Ave.
800-792-3552

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CLASS 130

NON-AUTOMATED CONTRACT FOR
BOOKBINDING, REBINDING AND REPAIRING
SEPTEMBER 1, 1984 THRU AUGUST 31, 1985

I. This is a "Net or Firm Price" Contract

II. DEFINITION.

All binding, rebinding and repairing performed under Section I of this contract will be accomplished in strict adherence to Library Binding Institute standards. All binding, rebinding and repairing performed under Section II will meet current acceptable standards of the Industry and be as specified for each class and item.

III. SPECIFICATIONS:

A. The purpose of these specifications is to set forth methods and materials for binding requirements of all State Agencies' library needs whether research, circulation, lending, technical, or others.

B. Section I of this contract will accommodate library binding standards for library binding, commonly called Class "A" Library Binding.

Section II of this contract will accommodate other than Class A Library Standard Binding Procedures.

C. This specification shall define binding in unambiguous terms so that both the agency and the contractor know what is required to perform the service requested.

D. Materials used in Section I of this contract shall meet the following standards.

NOTE: (The items listed below are not intended to be all encompassing nor limiting. The contractor is requested to adhere to the standards of materials equivalent to L.B.I. standards for all materials utilized but not listed below and where there is a listed L.B.I. testing procedure for a specified material, it shall be able to meet these standards required.)

1. Adhesives: Adhesives used shall be capable of forming an adequate bond between the surfaces to be joined and shall be of such quality that the bonded area cannot be separated without damage to the bonded surfaces.

2. Back Lining Material: Back lining material shall be of cotton thoroughly cleaned, may be napped on one side, weighing not less than 4 oz. per square yard, plain weave,

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single ply yarn, with a thread count per inch of not less than 45 in the warp and 38 in the filling. The breaking strength by the strip method shall be 42 pounds per inch for the warp and 53.5 pouonds per inch for the filling.

3. Binders Board: Binders board quality shall conform to the requirements of "Manufacturing Standard Specifications for Binders Board" issued by the manufacturers of binders board, January 15, 1975 and incorporating the requirements of U.S. Commercial Standards CS 50-34 (Binders Board for Bookbinding and Other Purposes published by the United States Department of Commerce, National Bureau of Standards, and Specifications for Texhtbooks of the National Association of State Textbook Administration).

4. Cover Material: Cover material shall be of fabric, impregnated with pyroxlyn or other non-migratory resinous material which shall conform to the requirements of ANSI Standard L29.1-1977, fabrics for book covers for "F" Group Buckram, with the exception that single filled enameling duck may be used in place of double filled enameling duck in the manufacturer of Group F Buckram.

5. Inlay Materials: Inlays shall be of flexible board and the grain shall run parallel to the binding edge. The inlay shall be not less than 0.012 inch nor more than 0.030 inch thick.

6. End Papers: End paper construction for oversewing and side sewing shall be three leaf, single reinforcement, invisible joint with the inward flyleaf not pasted to the middle leaf. Reinforcing fabric shall be standard 80-80 thread count print cloth construction, prorated to 39 inches, 4.00 yards per pound.

   The paper basic weight and ream count shall be 25 X 38-80 pounds per 500 sheets with grain running parallel to the binding edge.

7. Oversewing Thread: Machine oversewing thread shall be at least equal to Federal Specifications U-T-2761 October 1976 for cotton, and Federal Specification U-T-2951 February 1977 for nylon thread.

   Thread for hand oversewing shall be linen, cotton or nylon.

   Side sewing thread shall be equal to cotton thread No. 14/4 cord.

8. Imprinting Foils: Gold, when requested, shall be genuine X,X, 23 carat.

9. Imprinting inks shall be of the type designed for long-legible adhesion to the surface material imprinted. Standard colors are white and black.

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E. Silence of the Specification

The apparent silence of this specification as to any detail of responsibility, procedure, or materials to be used, shall be regarded as meaning that, where applicable, the L.B.I. manual of standards shall apply unless in conflict with State laws and procedures. Wherein the L.B.I. standards do not apply, the silence of the specifications shall be regarded as meaning that only the best commercial practices are to prevail and that only materials and workmanship of first quality are to be used. All interpretation of this specification shall be made from this statement.

IV. QUALITY STANDARDS:

A. In contract section "I", all volumes serviced shall be bound to conform to every particular in the current Library Binding Institute Standards for Library Binding.

Exceptions are those types of bindings covered under Section II of this contract, and/or those types of bindings for which there is no L.B.I. standard applicable, and those items for which special instructions (in writing) by an agency requests otherwise.

B. Compliance with quality standards specifications. The State reserves the right, at any time during the contract, to submit volumes which are a representative sample of the binding of a contractor, to an L.B.I. panel of examiners who are not participators in the contract, for a determination of conformity to L.B.I. standards. This action, when deemed necessary, will be authorized by the State Purchasing and General Services Commission's Director for Purchasing. The determination of the Purchasing Director shall be final and conclusive.

C. The contractor certifies to be in compliance with the trade practices and rules for the Library Binding Industry as promulgated by the Federal Trade Commission on August 30, 1954.

V. GENERAL INSTRUCTIONS/INFORMATION:

Section I will be in accordance with L.B.I. standards. Section II will be as specified therein.

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UNIVERSITY OF UTAH LIBRARIES
Library Binding
Fiscal Year 1984-85

All binding will be by machine sewing with buckram cloth in accordance with the Minimum Specifications for Class "A" Library Binding, as approved by the American Library Association and the Library Binding Institute.

This applies to all items of books, magazines, periodicals, music and library publications.

LUMBINDING: According to the Minimum Specifications for Binding Lesser Unsewed Materials. Books to be bound in C fabric under Commercial Standard CS-57-40, which is the next grade under buckram. Oversewing, Singer sewing, or Perfect Binding method to be used whichever is best suited for each type of book.

Price quotations are to be submitted on each individual category, with a single price on each.

A. Periodicals

B. Reference

C. Library Books

D. Picture cover Books

E. Tabloid Size (Small Newspapers)

F. Lumbinding

G. Thesis

H. Special Work:

1. Pockets
2. Handsewing
3. Volumes over 2 1/2" thick

I. Music Scores

J. Labels

1. Printing Only
2. Printed and applied by binder

K. Correction

L. Crosslines

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The following is listed for clarification of terminology:

Periodicals: Two or more pieces bound together which require collating and stitching.

Books: An item that is bound by a single piece and does not require collating and additional stitching.

Reference Books: Generally recognized reference tools such as encyclopedias, dictionaries, abstracts, atlases, and indexes except not to include annual or cumulative indexes to periodicals.

Corrections: Not to include items where stitching is required nor where the present cover is not reusable.

A summary of the binding performed for the Library during the fiscal year ended June 30, 1984 is attached. This is to assist bidders in estimating the proportional breakdown in the various categories.

The proposed contract is for commercial binding for the fiscal year ending June 30, 1985. The proposed budget for binding is $100,000.

PERFORMANCE OF CONTRACT

1. Twenty-eight (28) day service will be required on all items sent for binding.

2. The binder will inspect each shipment at the time of receipt and will perform the following:

   a. All incomplete items, for which the difficulty cannot be immediately resolved by telephone, will be returned to the library with a written explanation of why the item cannot be bound.

   b. The shipment will be divided into work which can be completed within the 28-day limit and that which, regardless of reason, cannot.

   c. After reviewing the shipment, the bindery will confirm in writing the number in each category of binding, i.e., periodicals, books, lum, etc., which can be completed within the 28-day period. The absence of written notification within seven (7) days will be considered as agreement to the itemization as prepared by the Library.

3. A penalty will be charged of one percent (1%) per day of total bindery cost of the shipment for each day in excess of 28 days that a shipment is not returned. The penalty will be charged on the total binding cost of the shipment due within 28 days after excluding those items for which the modification is received as described in paragraph 2b above and those items which cannot be completed because of excessive handwork. Weather, strikes, acts of God or other acts beyond the company's control will be the only exceptions. The company will be expected to maintain adequate supply reserves to fill all recurring needs under this contract.

4. The binder will provide door-to-door pickup and delivery service.

5. Bindery errors in lettering or binding will be corrected by the bindery at no cost to the Library.

6. "Perfect" binding will not be used on any periodicals and only on a book having a binding margin of less than 1/4 inch.

7. Any volumes not returned within 60 days, for which written notification of that fact is not given, will be deemed lost by the bindery. Cost of replacement, including processing will be billed to the binder. The records of the library will be considered to be the final authority.

8. Signature on the delivery slip will not acknowledge the receipt of a definite number of volumes or titles. Within one week after delivery, the bindery will be notified in writing of any missing items. After that time the bindery will be released from responsibility for items which are part of that shipment.

9. A two-week rush service will be available for not more than 5% of the normal shipment volume. The penalty clause as explained in paragraph 3 applies to those labeled "RUSH".

10. Invoicing and Payments:

a. Invoicing in triplicate will accompany each shipment.
b. Library will make payment within 30 days after receipt of complete shipment and correct invoicing.
c. One per cent (1%) per day penalty charge will be paid by the Library if a payment is not made within 30 days.

11. The right to cancel any contract is reserved by the University but not limited to non-performance or sub-standard binding. The Library shall be the sole judge in such cases and its decision will be final. The bindery awarded the contract may not, upon penalty or forfeiture of contract, transfer materials for binding to another firm without written authorization of the Director of Libraries.

12. Filing of bid and acceptance of order indicates agreement to all terms and conditions of specifications.

13. Any order issued which is based on this quotation may be extended by mutual agreement for such additional periods as agreed upon and at the same or lower price.

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University of California, Davis. Coding sheet for pre-printed binding slips.

UPDATE TYPE A C D	LIBRARY ID	TITLE ID	DATE INITIALS
CALL NUMBER			
BINDERS TITLE			
SPINE MARKING			
BINDING MATERIAL	1-BUCKRAM 2-BUCKRAM-SNC 3-1/4 BIND 4-1/4 BIND-ENC 5-SCOTEX 6-SCOTEX-SNC 7-9A'DS 8-VELOBIND 9-TACKBIND 10-MYLAR		
MATERIAL COLOR	1-BLACK 2-LT. BLUE 3-BLUE 4-DK. BLUE 5-BROWN 6-R. BROWN 7-GRAY 8-GREEN 9-DK. GREEN 10-MAROON 11-ORANGE 12-PURPLE 13-RED 14-TAN		
LETTER COLOR	1-WHITE 2-GOLD 3-BLACK		
BINDING INSTRUCTIONS	1-RUB 2-REFOLDS 3-SEW FLAT 4-TRIM CAREFULLY 5-KEEP BOOKPLATES 6-DO NOT TRIM 7-STUB 8-DOUBLE SPREADS 9-NARROW INNER MARGINS		
REMOVE INSTRUCTIONS	1-SPECIAL 2-ALL ADS NOT PAGED IN 3-ALL ADS PAGED WITH VOLUME 4-ALL ADS EXCEPT IN LAST NUMBER 5-ALL FRONT COVERS 6-ALL BACK COVERS 7-ALL BACK COVERS EXCEPT LAST OF VOLUME 8-ALL BACK COVERS EXCEPT FIRST AND LAST OF VOLUME 9-ALL ISSUE TABLES OF CONTENTS 10-ALL ISSUE INDEXES		
SPECIAL INSTRUCTIONS	1-SPECIAL 2-BIND CLIPPED PAGES IN FRONT OF VOLUME 3-BIND COLORED PAGE BETWEEN VOLUMES 4-BIND BACK COVERS TO FRONT OF EACH NUMBER FOR CONTENTS 5-_____ LOOSE 6-BIND SUPPL. AT END OF VOLUME AS ARR. 7-BIND SUPPL. W/CORRES. NO. AS ARR. 8-BIND "A" PGN. IN AS ARR. 9-BIND IN INDEXES OF EA. NO. 10-BIND ANNUAL REPORT AT END OF VOLUME 11-REMOVE INDEXES OF EA. NO. & DISCARD 12-ODD PGN. BIND AS ARR.		
BINDINGS PER YEAR		ALPHA SORT KEY	
REFERENCE MONTH	JA FE MR AP MY JN JL AU SE OC NO DE	ISSN	
MULTIPLE LOCATIONS HOLDING			
DIACRITIC FLAG			
NOTES			
BINDING LOCATION	1-ULB NORTH 2-ULB SOUTH 3-CAMPUS 4-OTHER		

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3.3 AUTOMATED SERIALS BINDING SYSTEMS

Automated serials binding systems have become common throughout the commercial binding industry in the past decade. These systems store the fixed information (title, binding style, color, etc.) for each serial title bound by a library. The benefits of these computerized systems affect not only the library's binding procedures, but facilitate the bindery's technical operations as well.

Pre-printed Computer Binding Slips (CBS) are the main feature of this system. Both O & T and ICI have automated binding systems, and provide an alphabetical printout of all titles and a one-year supply of pre-printed Computer Binding Slips for each serial title entered in the data base.

3.3.1 CONVERSION TO AUTOMATED SERIALS BINDING SYSTEMS

Any unit converting to a new system should work closely with Materials Processing to choose and implement the best approach.

The general procedures follow these steps. First, each library unit sends a record of their serial titles to the bindery where this information is coded and put into the computer. This may be done all at once, or over a period of time as new titles are sent out for binding.

This is a good time to update and review binding records and treatment choices.

After the information has been added to the binder's data base, a printout is furnished to the library unit. The printout lists, in alphabetical order by title, the serial titles converted to the automated system, and indicates the call number, binding style, color and stamping specifications, and binding frequency.

The printout should be checked for accuracy; changes or deletions should be marked CLEARLY IN RED. The library then returns the printout to the binder, via Materials Processing, where the final corrections to the data base are made. The binder will then furnish a corrected printout and a one year supply of pre-printed Computer Binding Slips.

Further corrections can be made IN RED on pre-printed Computer Binding Slips as they are sent in with volumes for binding. New titles can be added to the data base by writing in the essential information on blank Computer Binding Slips which are provided by Materials Processing.

3.3.2 COMPUTER BINDING SLIPS (CBS)

3.3.2.1 Blank Comp er Binding Slips

Blank CBS are used for adding new titles to the data base. (See Section 3.3.5). Blank CBS may also be used for titles already in the data base when the library unit has run out of pre-printed CBS. (See Section 3.3.4).

Blank CBS are available from Materials Processing (x2223).

3.3.2.2 Pre-Printed Computer Binding Slips

Pre-printed CBS contain all the fixed information necessary for binding a serial title. The library unit must fill in the variable information, plus any special instructions to the binder or to Materials Processing.

Pre-printed CBS are provided annually by the binder, or on request as needed. The library unit maintains the file of pre-printed CBS and is responsible for its upkeep.

3.3.3 FILLING OUT THE COMPUTER BINDING SLIP(CBS)-INSTRUCTIONS

Columbia University Libraries use two automated systems for binding serials: O & T and ICI. There are some minor differences between the two, but the overall procedures are the same.

The following instructions apply to both systems, except as noted, and are keyed to the sample CBS below.

To add a new serial title to the automated system, review these instructions and complete areas 1 through 14 (excluding areas 2 and 6) on a blank CBS. Be sure to type or print legibly.

For serial titles already automated, the fixed information for each title is pre-printed on a CBS. The library unit must add the variable information to the pre-printed slip, and the date sent, plus any special instructions to the binder or to Materials Processing. Fill in areas 13B and 14 on the CBS.

See the following samples.

3.3.3.1 Account Number/ID
3.3.3.2 Title Number/ID
3.3.3.8 Binding Class
3.3.3.9 Collation

PRINCETON UNIV. LIBRARIES

COMPUTERIZED BINDING SLIP (CBS) SYSTEM

The use of the CBS System will assist INFORMATION CONSERVATION, INC. in the prompt and accurate processing of your materials.

PREPARATION OF PERIODICALS FOR BINDING

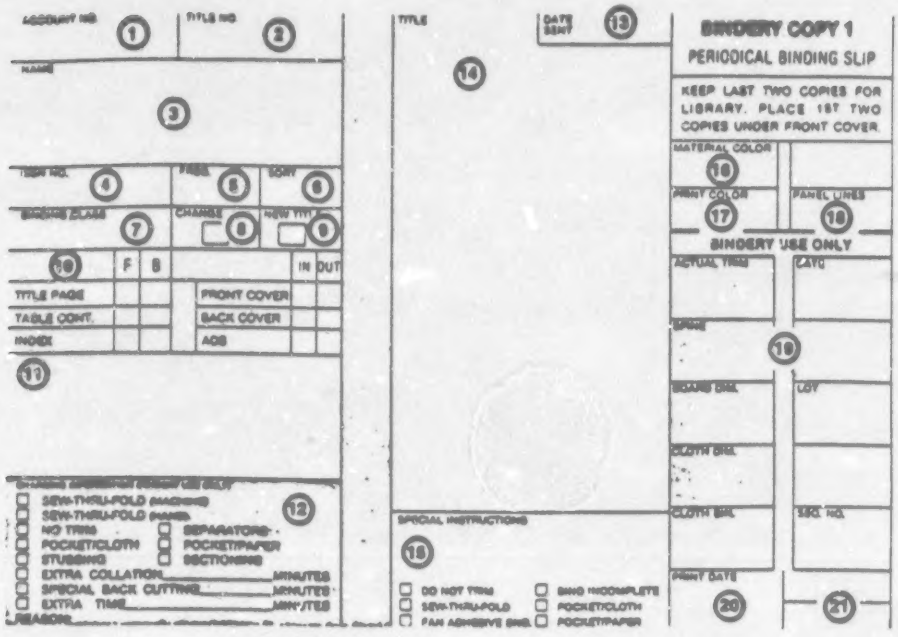
1. Select appropriate CBS slip for title to be bound.
2. Check accuracy of information on binding slip. See CBS SLIP DESIGN AND INTERPRETATION SECTION.
3. Please print or type the necessary variable infromation (volume, months, year, etc.) in appropriate area.
4. Remove the last copy of the binding slip and retain for your files. Last two copies are perforated vertically for your convenience.
5. Place the first three copies under the front cover of the first issue of the volume. Extending the binding slip out the head approximately 1" is helpful.
6. Tie the issues together in the order you wish them to be bound and place in shipping carton.

NOTE: If you are unable to locate a "preprinted" CBS slip, please use an advice slip.

CHANGES TO EXISTING TITLES (Please use red ink when making changes) If the preprinted information on the CBS Slip is incorrect: Write changes on an advice slip.

NEW TITLES Use an advice slip.

CBS SLIP DESIGN AND INTERPRETATION



1. Account No. -- Customer Account Number assigned by ICI.
2. Title No. -- computer assigned number pertaining to this title only. This number may also be found on Alphabetical Printout in far left-hand column.
3. Name -- Customer name and address as recorded on our files.
4. ISSN. No. -- This space may be utilized for any cross reference number Conservation Services wishes to assign.
5. Bindery Use only.
6. Sort -- Bindery use only.
7. Binding Class -- Style of binding for this title.
8. Change -- Used only when a permanent change to this binding slip is desired.
9. New Title -- For initial entry in CBS Data System.
10. Collation Instructions -- Normally for use with "Custom" class of binding.
11. Special Use Box for Conservation Services.
12. Charging Infromation -- Additional charges, if any, will be annotated here by the bindery. This information will be consolidated and shown on invoice.
13. Conservation Services Use.
14. Title -- information shown as stamped on spine. a. Variable information - infromation in parenthesis will not be stamped on spine.(i.e. (vol.) would not be stamped)
15. Special Instructions -- for processing this volume only by Conservation only.
16. Material color -- Computer code cloth color.
17. Print color -- Stamping foil color. (W=white, G=gold, B=black)
18. Panel Lines - if used, S-single line roll, D=double line roll
19. Bindery Use only.
20. Date CBS Slip printed

ADVICE SLIP- Please complete an advice slip when there is no CBS (sample attached), when you wish to change the CBS, or make extra notes. (available from supply room)

CBS- Do not write any thing on slip but binding information relevant to the outside binding.

COMMUNICATIONS- Lettering - Please make a photocopy of the spine, the CBS and your record card and send them along with a note to the Conservation Librarian. NOTES- Please sign any notes to CS, so we will know who to contact if we have questions.

MISBOUND- Books from outside binder- Label these clearly with slips of paper so we know your intentions. Do not take the book apart yourself, this makes rebinding more difficult.

PHOTOCOPIES- Centre the book on the copy sheet (make several copies of one page until you get it correct). Allow a margin on all sides, 1" wider than the original when selecting the copy sheet. Endeavour to keep the position the same on each copy sheet to reduce trimming and collating problems. Use acid free paper when ever possible, (available in Photograph Service). Xerox-type copying is preferable. It is less expensive to use a larger copy sheet than correct copying errors at the Commercial Bindery or in Conservation Services.
(A)- MISSING PAGES- Items with missing pages should be sent to Preservation to ensure correct format and other standard Preservation screening.
(B) ENTIRE BOOKS -
(1) 2 Pages To A Sheet- Frequently these can be folded so that the gutter of the original becomes the foredge of the copy. The blank pages are then face to face and the copy functions somewhat as a regular book. Centre the book on the copy sheet, and allow sufficient margins. These must be oversewn.
(2) One Page To A Sheet - Centre each page on the copy sheet.

REAPIRS- Use the advice slip and note the problem briefly. All repairs are routed to Preservation, examined,and held there until the Book Repair unit can handle them.

RUSH- Use blue slip from supply room. (sample attached). Limit of 5 standing titles on an annual basis. Limit one other item per week for rush binding. Limit one book repair item per week for rush repair. RUSH: means we will handle it between units as quickly as possible. (approximately 1 month or less for binding and 3 weeks for repair, Should you require SUPER RUSH (3 weeks binding and 1 to 3 days repair). Please add your phone number to the slip for prompt notification when complete. Please respond promptly if you wish to be taken seriously. A second blue slip may be attached to the envelope to advise mailroom. FOR SERIALS: mark slips "Serials/CS" Binding.

If the item need not go to Serials first, then mark the slip "CS" only.

SERIALS- Monographic items,(1part per binding unit), may be sent as a monograph to the binder at a cost saving.

SPECIAL HANDLING- Items which have special problems or require a binding, other than that which would be regularly selected, may be handled by the unit supervisor sending a note to the Conservation Librarian.

TEMPORARY BINDING- For items with missing issues while awaiting completion of volume. Useful where security is a problem. Serials to be lumser or standard bound, missing 1 or more issues are automatically temporary bound unless requested otherwise. This binding may also be used for photocopies, other temporary or little used material. Use advice slip, not CBS.

THIN BINDING- (under 1") could be temporary bound and combined with the following year as a larger and more economical binding unit.

TRACING- Please allow 6 weeks from the date sent to the Conservation Services before requesting a trace.

TYING UP- Use red spaghetti or fat white string, available from Supply Room. Do not use elastic bands as they damage the book pages and often break.

University of California, Davis
2/6/85

In-house Binding

In-house binding is used for various categories of material:
- Incomplete volumes of periodicals
- Tabloid size periodicals, especially those on newsprint
- Full size newspapers
- Some Agricultural Experiment Station serials and some Agricultural Extension Service titles
- Some other regularly-received serials.

- Small separates
- Some Reports of government agencies or of government contracts

- Much Physical Sciences Library material

- Other special types of material

Several types of binding are available.
- Velobind, including hard covers
- Tackbind (Bro-Dart Periodicals Binding System)
- Pamphlet binding
- Acco binding
- Ring binders

Decisions on the type of binding are made by Bindery Preparation Staff following established criteria. These decisions are shown on an In-House binding slip which gives, for separates, call number, entry and location, and for serials gives also the exact contents of the volume being bound. The slips go with the material to provide identification for further processing, and are returned to the Conservation and Preservation Department.

In-house binding slips are not made for uncataloged titles because they have a Multiple Order Form with them which provides the identification information.

UNIVERSITY OF CALIFORNIA, DAVIS

IN-HOUSE BINDING

___ML ___PSL ___HUM/SS ___BIO/AG

CALL NUMBER

_____VELOBIND
_____VELOBIND HARDBACK
_____VELOBIND BOOKCOVER
_____TACK BIND
_____PAM BIND
_____ACCO-BIND

____COMPLETE ___INCOMPLETE ___ALREADY ADDED

ENTRY:_____

_____

_____

_____

VOL._____NOS._____

_____

LACKING_____

_____

DATE OF ISSUES_____

FROM: DEPT./SECT._____

DATE_____INITIALS_____

COMPLETED

Bind.Prep _____

AC/AV _____

Kardex _____

FILE IN BINDERY PREPARATION SECTION

UNIVERSITY OF CALIFORNIA, DAVIS

Guidelines for the disposition of material which is not special and was published since 1900.

C. Guidelines (We have book in hand, and it cannot be mended or rebound.)

Situation	Humanities	Social Sciences	Biological/Agricultural Sciences	Physical Sciences
1. Only copy in Library. In print	Replace*	Replace*	Replace*	Replace*
2. Only copy in Library Out of print	Withdraw+	Withdraw+	Withdraw+	Withdraw+
3. Other copy/copies in Library In print	Withdraw	Withdraw	Withdraw	Withdraw
4. Other copy/copies in Library Out of print	Withdraw	Withdraw	Withdraw	Withdraw
5. Other edition(s) in Library In print	Refer	Refer	Replace	Replace
6. Other edition(s) in Library Out of print	Refer	Refer	Withdraw	Withdraw
7. Special categories				
a. Textbooks	Withdraw	Keep 1 copy of each edition	Keep 1 copy of each edition	Keep 1 copy of each edition
b. Volume in a series or set	Replace#	Replace#	Replace#	Replace#
c. Translations	Refer	Refer	Refer	Refer
d. Reference books (any location)	Refer	Refer	Refer	Refer
e. Deliberate mutilation	Refer	Refer	Refer	Refer

* If this has not circulated within the last ten (10) years, withdraw.

\+ If this has circulated 5 times within the last 5 years, replace.

\# Basic library policy is to keep a series, set or journal file complete.

rbs 9/29/83- corrected version - to make PSL/S Kennedy

BEST COPY AVAILABLE

COLUMBIA UNIVERSITY LIBRARIES

PRESERVATION DEPARTMENT

THE PRESERVATION OF LIBRARY MATERIALS:

A CUL HANDBOOK

GUIDELINES AND PROCEDURES

SPRING 1985

78 96

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1.0 INTRODUCTION

The Preservation Handbook is designed to assist library staff in implementing preservation programs, including first-time binding for pamphlets, monographs and serials, rebinding, protective housing for deteriorated materials, and preservation microfilming. Services available from commercial sources and in-house are described, with guidelines for their use.

All sections of this Handbook are subject to change. All cost figures, specific details on treament alternatives and procedural instructions are valid only for the Columbia University Libraries.

This Handbook was first issued in 1976 and revised in 1981. This third edition is much changed and expanded. It should better serve the needs of the Columbia University Libraries in the ongoing process of identifying items in deteriorated condition and determining options for their preservation.

Special thanks go to Sherry Byrne, Jane Folger, and Lorraine Rutherford for their assistance in revising this Handbook.

Carolyn Harris, Head
Preservation Department
Columbia University Libraries

2.0 SELECTING THE APPROPRIATE TREATMENT

The long-term usability and life-expectancy of book materials in any library collection depend a great deal on the type of binding first put around that material, and the physical treatment subsequently provided when the original binding becomes worn or broken. The range of alternatives for binding, rebinding, repair and sophisticated conservation treatment is great, and the costs involved in both the work itself and the necessary pre- and post-treatment processing vary from a few dollars to hundreds or even thousands for very special materials.

Practical decisions about what treatment is best for a given item involve weighing three factors:
-- the actual alternatives available and appropriate, given the physical condition of the item and its probable use;
-- comparative cost figures for the alternatives;
-- the value of the item within the collection as a whole.

The treatment decision must be a kind of acquisitions decision, and the key question is: It will cost the Libraries X dollars to restore this item to usable condition; if we did not already have it, would we spend those X dollars to buy it now? In some cases, this may be a very difficult decision. But, when deterioration threatens hundreds of thousands of volumes with utter extinction, the decision to treat one item inevitably becomes a decision NOT to treat some other, and hard choices must be made.

This section of the Handbook offers technical information about available physical treatment alternatives, guidelines for determining which alternatives are suitable for a given item, and basic cost figures. With this information, collection development and public service staff will be able to decide what should be treated and how it should be treated. The Preservation Department is ready to provide additional technical information, advice and consultation; but the final decision cannot be based on technical factors alone.

Each library unit should have two ongoing routines, one for preparing materials (chiefly serials) for first-time binding; and the other for identifying previously-bound materials in need of rebinding or repair. Actual procedures may vary greatly owing to differences in size of collections and staff, and in the types of materials found in each unit. But the following guidelines are generally adaptable.

2.1 GENERAL GUIDELINES

2.1.1 FIRST-TIME BINDING

Unbound materials which are used with any frequency will have a relatively short shelf-life, and thus it is important that every item intended for retention in the collection be bound at the earliest practical moment. Serial or monographic volumes needing first-time binding should be sent to a commercial binder. However, not all unbound materials entering the collection are new or have paper strong enough for commercial binding. Test the strength of the paper by folding an inconspicuous corner back and forth 3 times; if it breaks before the third fold, the paper is too brittle for binding and the item should be boxed or replaced. Fragile and borderline brittle materials may be rebindable by the In-house Bindery.

2.1.1.1 Serials - When to Bind

In the case of serial publications which are kept permanently in hard copy (i.e., retained when no longer "current" and not replaced with microform backfiles), bind as soon as a bindable volume has been received. A "bindable volume" usually consists of the issues for a particular numbered volume or year, though some may have to be either divided or combined on the basis of size. The rule of thumb is: bind when you have a logical grouping of consecutive issues 1 to 2 inches thick. Materials which are in heavy demand when first received should not be removed for binding, or should be "Rush" bound; and academic schedules must also be taken into account. But the longer serial issues remain unbound, the greater the probability of damage and loss.

2.1.1.2 Monographs & Series - When to Bind

Monographs and monographic series volumes which arrive unbound should be bound before they are made available for use, with two exceptions:

-- Items which will not be kept permanently (e.g. multiple copies purchased for reserve use for a single academic year) may not be worth binding. If one or more are to be kept permanently, those copies should be bound at once; and if heavy reserve use is anticipated, it may be cheaper to bind all copies than to replace them as they wear out.

-- Items which are urgently needed for immediate curriculum support may be made available temporarily in paperback, but should be retrieved and bound as soon as the immediate demand is past.

2.1.2 REBINDING, BOXING, AND REPLACEMENT

2.1.2.1 Identifying Materials Needing Treatment

Damage to bound volumes resulting from heavy use, misuse, or chemical deterioration may be identified at several points: when materials are ready for cataloging; when gifts are accepted; when materials circulate; when materials are added to or removed from reserve or reference collections; when adjacent materials are shelved; when patrons point out damage; and wher shelf-reading, cleaning, or shifting is done. Each library unit has a responsibility to establish a routine for the review of its materials and the determination of appropriate treatment for damaged items identified in the course of any of these activities.

The design of the identification and review process should be tailored to local conditions, but it will in most cases be useful to have:

-- A shelving area set aside, away from open stacks, where damaged materials can be placed for review.

-- One or more persons with designated responsibility for reviewing the materials, deciding on treatment, and forwarding them appropriately on a timely basis.

-- Provisions for restricting from uncontrolled use those materials in such poor condition that they are not likely to survive circulation or photocopying.

How "damaged" an item should be to be set aside for review and treatment will depend in part on local conditions: if thousands of volumes are falling to bits it is impractical to move them all from the open stacks, but those being used regularly should be treated. Priority for treatment must be decided by weighing both condition and probable use: prompt rebinding of an item in heavy demand may prevent further damage, while deteriorated but seldom used items may be given lower priority.

2.1.2.2 Review Process & Treatment Selection

Deteriorated materials that have been set aside should be reviewed considering three primary variables: the importance of the material to the collection; physical condition (bindable or unbindable); and probable use of the material. First, a decision should be made as to whether the material is important to retain in the collection. Material no longer needed should be withdrawn without any treatment. For example, duplicate

copies in poor condition and titles that have been superseded by later editions may be discarded. After the initial weeding process, important material to be retained in the permanent collection should be evaluated in terms of condition and use patterns. The conclusions drawn from weighing these factors will dictate appropriate treatment options.

A. In general, commercial or in-house rebinding is the proper treatment for material that is important to the collection and is bindable. Because binding will extend the useful life of the item, and is economical, it is the recommended long-term treatment option. Little time is required to make this decision. As a preventive measure, the earlier the volume is rebound, the greater the likelihood that the textblock will remain intact. Without its protective cover, a volume will deteriorate quickly.

As a guideline, volumes that have damaged covers (torn spine, loose or detached covers) but have flexible paper, should be sent for commercial rebinding. Materials that are fragile, have special features, or have borderline brittle paper, provided the sewing and textblock remain intact, should be sent for in-house rebinding. In-house, the binding process is done primarily by hand rather than by machine and assembly line methods more common in commercial library binderies. The In-house Bindery also performs some types of paper repair.

The determination of a volume's bindability can be done effectively by most staff members with a training session from the Preservation Department and some experience. Once the system is established in the library unit, with guidelines understood and uniformly applied by the staff, it may be necessary for a selection officer to review only problem items. More consistency in the selection of treatments will be accomplished if one staff member is responsible for evaluation of condition.

B. Materials that are deemed necessary to the collection but are not bindable (i.e., do not pass the three-fold test) may be boxed and their use restricted. Materials can also be boxed if they are not important enough to be replaced, but too valuable to withdraw.

The intellectual content of an unbindable item can be preserved by replacement in hard copy or microform. Replacements are available from publishers, or they can be reproduced in photocopy or microform by CUL Reprographic Services, by other libraries, or outside services. See Sections 4.0 for descriptions of

replacement options.

2.2 CHOOSING A SPECIFIC PHYSICAL TREATMENT

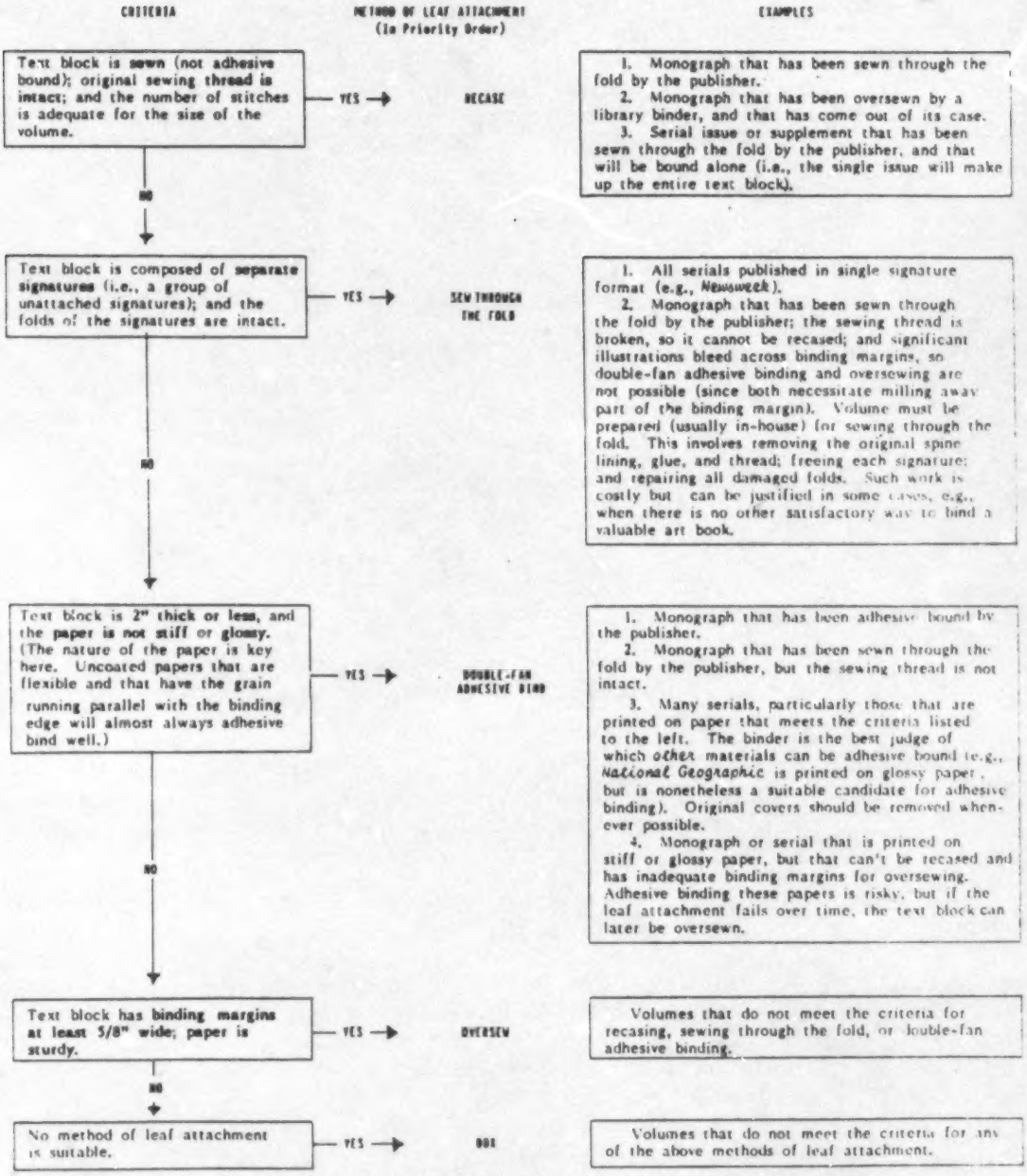
A complex array of factors enters into the choice of the most appropriate treatment for a particular item. Size, condition of paper, width of margins, and probable use are just a few of the characteristics of a volume which must be taken into account.

This section offers three approaches to understanding the options and making the best treatment choices. Section 2.2.1 describes in detail the specifications for each treatment and the materials for which it is best suited. Section 2.2.2 describes special considerations for treatment. Section 2.2.3 serves as a quick reference guide to recommended treatments for common types of materials.

All staff responsible for making treatment decisions should study each section carefully. Once the staff acquires a working knowledge of this material, Section 2.2.3 will serve as a usable reference guide, requiring only occasional reference to the detailed treatment specifications.

2.2.1 TREATMENTS

METHOD OF LEAF ATTACHMENT: A DECISION TREE FOR LIBRARY BINDING
UNIVERSITY OF CONNECTICUT LIBRARIES AT STORRS


CRITERIA
METHOD OF LEAF ATTACHMENT (In Priority Order)
EXAMPLES
Text block is sewn (not adhesive bound); original sewing thread is intact; and the number of stitches is adequate for the size of the volume.
YES
RECASE
1. Monograph that has been sewn through the fold by the publisher.
2. Monograph that has been oversewn by a library binder, and that has come out of its case.
3. Serial issue or supplement that has been sewn through the fold by the publisher, and that will be bound alone (i.e., the single issue will make up the entire text block).
NO
Text block is composed of separate signatures (i.e., a group of unattached signatures); and the folds of the signatures are intact.
YES
SEW THROUGH THE FOLD
1. All serials published in single signature format (e.g., Newsweek).
2. Monograph that has been sewn through the fold by the publisher; the sewing thread is broken, so it cannot be recased; and significant illustrations bleed across binding margins, so double-fan adhesive binding and oversewing are not possible (since both necessitate milling away part of the binding margin). Volume must be prepared (usually in-house) for sewing through the fold. This involves removing the original spine lining, glue, and thread; freeing each signature; and repairing all damaged folds. Such work is costly but can be justified in some cases, e.g., when there is no other satisfactory way to bind a valuable art book.
NO
Text block is 2" thick or less, and the paper is not stiff or glossy. (The nature of the paper is key here. Uncoated papers that are flexible and that have the grain running parallel with the binding edge will almost always adhesive bind well.)
YES
DOUBLE-FAN ADHESIVE BIND
1. Monograph that has been adhesive bound by the publisher.
2. Monograph that has been sewn through the fold by the publisher, but the sewing thread is not intact.
3. Many serials, particularly those that are printed on paper that meets the criteria listed to the left. The binder is the best judge of which other materials can be adhesive bound (e.g., National Geographic is printed on glossy paper, but is nonetheless a suitable candidate for adhesive binding). Original covers should be removed whenever possible.
4. Monograph or serial that is printed on stiff or glossy paper, but that can't be recased and has inadequate binding margins for oversewing. Adhesive binding these papers is risky, but if the leaf attachment fails over time, the text block can later be oversewn.
NO
Text block has binding margins at least 5/8" wide; paper is sturdy.
YES
OVERSEW
Volumes that do not meet the criteria for recasing, sewing through the fold, or double-fan adhesive binding.
NO
No method of leaf attachment is suitable.
YES
NOT
Volumes that do not meet the criteria for any of the above methods of leaf attachment.

*Volumes printed on paper that has become brittle, and volumes having artifactual value, are inappropriate candidates for commercial library binding.

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GUIDELINES FOR INSPECTING LIBRARY BOUND VOLUMES
UNIVERSITY OF CONNECTICUT LIBRARIES

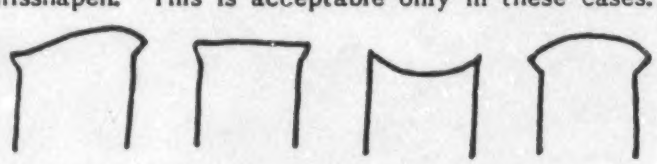
1. INSPECT THE UNOPENED VOLUME

Spine Stamping: Is the spine stamped correctly (i.e., does it match the binding slip and text)? Are lines properly positioned, both vertically and horizontally? Are letters evenly impressed and crisp?

Covering Material: Is the covering material clean (i.e., free from dust and gluey fingerprints)? Is it smoothly and completely adhered to both boards?

Joints: Are the joints (the grooves on either side of the spine) parallel to the spine, and uniformly and adequately deep?

Rounding and Backing: Is the spine of the text block properly shaped at both the head and tail? Do the boards fit correctly below the shoulders of the spine? (If the volume is very thin, or has been recased, the spine may be square or somewhat misshapen. This is acceptable only in these cases.)



Squares: Are the squares (the edges of the boards that extend beyond the text block at the head, foredge, and tail) even, and an appropriate width (1/16" to 3/16", depending on the size of the text block)?

Trimming: Do the edges of the text block appear to have been trimmed? They should not be if the library has a no-trim policy. If trimming is allowed, has text or have parts of illustrations been trimmed away?

2. OPEN THE VOLUME TO ITS APPROXIMATE CENTER; LOOK DOWN THE HOLLOW OF THE SPINE, BETWEEN COVERING MATERIAL AND TEXT BLOCK

Spine Lining: Does the spine lining extend to within 1/2" of the head and tail of the spine? Is it smoothly and completely adhered? If the volume is heavy or thick, has an extra paper lining been adhered over the cloth one? If the volume has been recased, was the spine well cleaned before relining? It should be free from old adhesive and paper.

3. OPEN BOTH BOARDS SO THAT THE INNER SURFACE OF EACH BOARD CAN BE INSPECTED

Endpapers: Are the endpapers smoothly and completely adhered to the boards? Are they properly positioned so that the squares of the boards appear uniformly wide? Are the edges of the endpapers straight-cut and smooth?

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Turn-ins: Are the turn-ins (the margins of cloth that wrap from the front of the boards onto the inside) uniform, and approximately 5/8" wide? Are the edges straight-cut and smooth?

Spine Lining: Does the spine lining extend onto each board at least 1"? Is it uniformly wide, head to tail, on each board?

4. **EXAMINE THE BINDING SLIP; LEAF THROUGH THE TEXT BLOCK**

Specific Instructions: Have all instructions on the binding slip been followed, including choice of method of leaf attachment (if one has been made)?

Endsheets: Is the style of endsheet appropriate for the method of leaf attachment used? Have endsheets for recased volumes been sewn on through the fold?

Interface between endsheets and text block: Open the volume between the endsheets and the first and last pages of the text block. For text blocks that have been double-fan adhesive bound, is the endsheet tipped no more than 1/4" onto the first leaf? (Ideally it should be less.) For text blocks that have been recased, is the gutter between endsheets and first leaf neat and free from the residue of old spine lining?

Text Block: Are all leaves securely attached? Are their edges free from adhesive that inhibits their opening? Are leaves in the correct order? Have all paper repairs been made neatly, and with appropriate materials? (If the library has a policy for making all repairs in-house, have paper tears been noted by the binder?) For volumes that have been over-sewn, does sewing run into the print?

5. **A well bound volume should open well and stay open.** For various reasons, this is sometimes not an achievable goal. The paper may be stiff, for example, or its grain may run at right angles to the spine of the volume, rather than parallel to it. A high percentage of all volumes, however, should have good openability. If this is not the case, the library and the binder should reconsider existing guidelines for selecting methods of leaf attachment.

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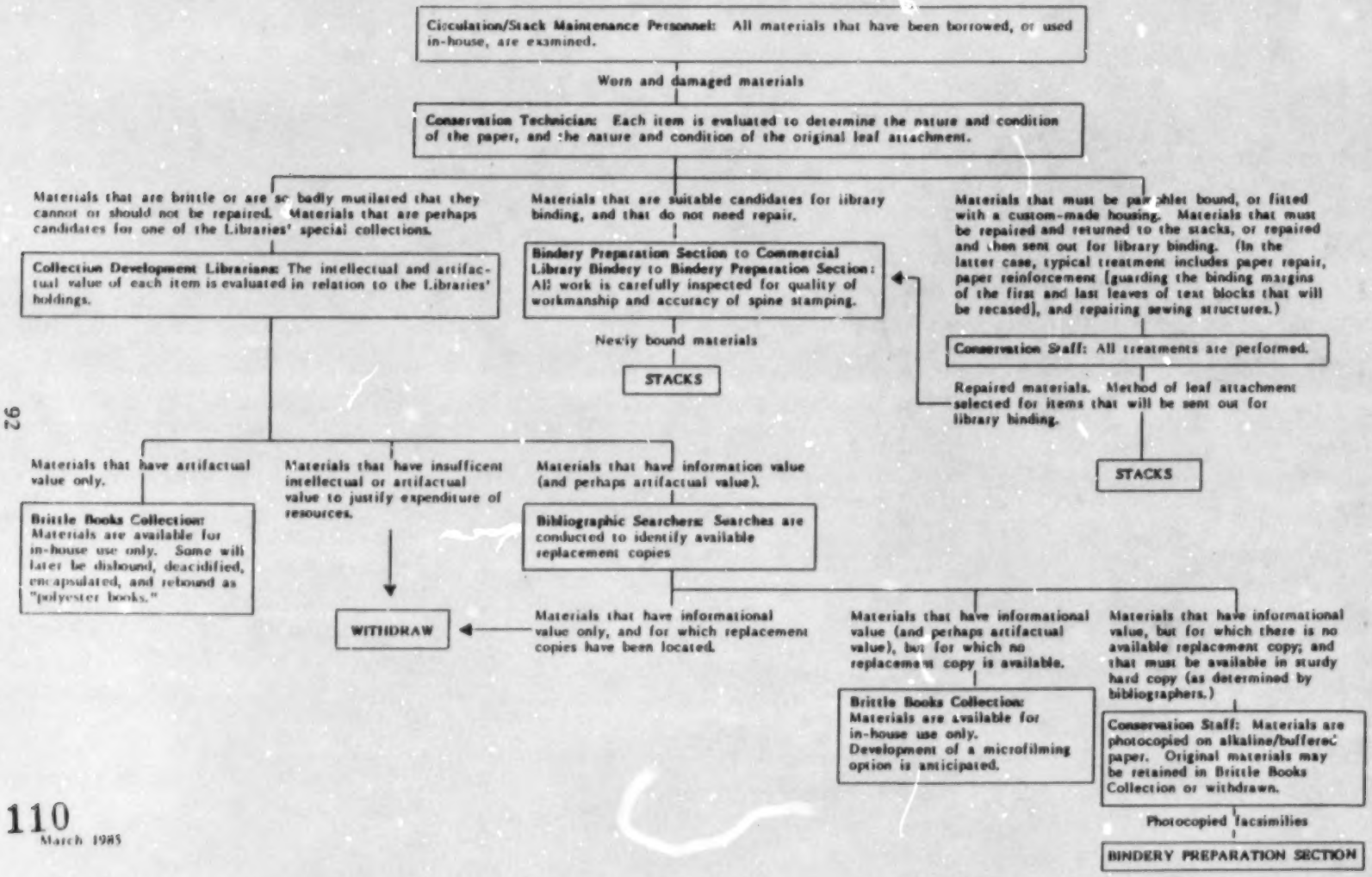
WORK FLOW FOR WORN AND DAMAGED MONOGRAPHS FROM THE GENERAL RESEARCH COLLECTIONS
HOMER BABBIDGE LIBRARY, UNIVERSITY OF CONNECTICUT


Circulation/Stack Maintenance Personnel: All materials that have been borrowed, or used in-house, are examined.
Worn and damaged materials
Conservation Technician: Each item is evaluated to determine the nature and condition of the paper, and the nature and condition of the original leaf attachment.
Materials that are brittle or are so badly mutilated that they cannot or should not be repaired. Materials that are perhaps candidates for one of the Libraries' special collections.
Collection Development Librarians: The intellectual and artifactual value of each item is evaluated in relation to the Libraries' holdings.
Materials that have artifactual value only.
Brittle Books Collection: Materials are available for in-house use only. Some will later be disbound, deacidified, encapsulated, and rebound as "polyester books."
Materials that have insufficent intellectual or artifactual value to justify expenditure of resources.
WITHDRAW
Materials that are suitable candidates for library binding, and that do not need repair.
Bindery Preparation Section to Commercial Library Bindery to Bindery Preparation Section: All work is carefully inspected for quality of workmanship and accuracy of spine stamping.
Newly bound materials
STACKS
Materials that must be pamphlet bound, or fitted with a custom-made housing. Materials that must be repaired and returned to the stacks, or repaired and then sent out for library binding. (In the latter case, typical treatment includes paper repair, paper reinforcement [guarding the binding margins of the first and last leaves of text blocks that will be recased], and repairing sewing structures.)
Conservation Staff: All treatments are performed.
Repaired materials. Method of leaf attachment selected for items that will be sent out for library binding.
STACKS
Materials that have information value (and perhaps artifactual value).
Bibliographic Searchers: Searches are conducted to identify available replacement copies
Materials that have informational value only, and for which replacement copies have been located.
Materials that have informational value (and perhaps artifactual value), but for which no replacement copy is available.
Brittle Books Collection: Materials are available for in-house use only. Development of a microfilming option is anticipated.
Materials that have informational value, but for which there is no available replacement copy; and that must be available in sturdy hard copy (as determined by bibliographers.)
Conservation Staff: Materials are photocopied on alkaline/buffered paper. Original materials may be retained in Brittle Books Collection or withdrawn.
Photocopied facsimilies
BINDERY PREPARATION SECTION

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ICI
INFORMATION CONSERVATION, INC.

945 Horsham Road • Horsham, PA 19044 (215) 674-0486
3200 Elm Avenue • Baltimore, MD 21211 (301) 889-5095

INFORMATION CONSERVATION, INC.

COLLATING PROCEDURES FOR PERIODICALS

The following information is provided to our customers to aid in understanding the methods and procedures for collating various periodical binding styles. For additional information please contact our Customer Service Department.

Collation is defined as the manner by which the contents and instructions for binding of the volume are checked. The degree of *collation* depends upon the binding style selected by the library.

The following chart shows the collation criteria for each periodical binding style:

COLLATING CRITERIA	PERIODICAL/ CUSTOM	PERIODICAL/ STANDARDIZED	PERIODICAL/ CRAFTSTYLE	PERIODICAL/ SUPERFLEX	PERIODICAL/ ECONOFLEX
Paper Quality	Checked	Checked	Checked	Not Checked	Not checked
Special Customer Instructions	Checked	Checked	Checked	Checked	Checked
Amount of Inside Margin	All pages checked	Spot checked	Spot checked	Not checked	Not checked
Amount of Outside Margin	All pages checked	Spot checked	Spot checked	Not checked	Not checked
Issue Sequence	Checked	Checked	Checked	Checked	Checked
Page Completeness	Checked	Spot checked	Spot checked	Not checked	Not checked
Placement of Title Page/ Table of Contents	As Req'd (See Reverse)	Bound as sent	Bound as sent	Bound as sent	Bound as sent
Supplements/ Index	As Req'd (See Reverse)	See Note*	See Note*	Bound as sent	Bound as sent
Removal or Retention of Covers	As Req'd (See Reverse)	Bound as sent	As Requested	Bound as sent	Bound as sent
Advertising	As Req'd (See Reverse)	Bound as sent	Bound as sent	Bound as sent	Bound as sent
Mending	As Req'd	None	None	None	None

NOTE *Indexes or supplements - Bound as sent if part of an issue. If separate, bound after last issue, index then supplements.

There are three types of *Custom* binding for periodicals. Each type *receives different handling of covers*, advertising, etc.

CUSTOM/CAR:
This is the most common treatment for collating a Custom/Periodical and includes the following:

1. *Title Page* and/or *Table of Contents* placed in front of volume.
2. *Index* placed at end of volume.
3. Supplements, when paged, left in place. If not paged, placed in back after index, and separated by blue separator.
4. Removal of all *covers* unless:
   a. Issues page separately - front covers retained.
   b. No title page - 1st cover retained.
   c. No Index or Table of Contents - all covers containing Table of Contents placed in front of volume.
5. Removal of all *advertising* that does not page with contents.

NOTE: *ALL CUSTOM PERIODICALS WHICH LACK SPECIFIC INSTRUCTIONS RECEIVE THE ABOVE TREATMENT.*

CUSTOM/CAS:
This treatment follows the procedures of Custom/CAR collation except where the library requests specific instructions which vary from the above. Some samples of these instructions are:

1. Removal of all advertising regardless of whether it pages with contents.
2. Removal of all covers regardless of separately paged issues.
3. Retaining of all front covers, regardless of paging.
4. Any other specific instruction regarding placement, retention or removal of Title Pages, Tables of Contents, Supplements, Indexes, etc. which differs from Custom/CAR.

CUSTOM CAB:
This treatment is used where the library requires all covers and advertising to be bound in the volume but still requires the other aspects of Custom Periodical binding:

1. *Title Page* and/or *Table of Contents* placed in front of volume.
2. *Index* placed at end of volume.
3. Supplements, when paged, left in place. If not paged, placed in back after index, and separated by blue separator.
4. All covers left in place.
5. All advertising left in place.

SUMMARY OF RECOMMENDED TREATMENTS FOR VARIOUS MATERIALS

The following two lists for monographs and serials match the factors to consider with the binding/repair options currently available. They are summaries of the many issues discussed in these Guidelines. The variations are endless, but the lists can serve as quick reference.

I. Monographs and Single-Piece Work

Factors	Treatment
Probable use	
Heavy (for permanent retention)	Acme Reference or Recase
Heavy (for temporary retention)	Acme Reference
Moderate (temporary or permanent)	Acme Reference or Acmebind
Light (short-term)	Acmebind, Fanbind, Permabind
Less than 1/4 inch thick	Velobind Gaylord Pamphlet folder (in-house) Acme (filler will be added)
Minor damage to paper or binding	In-house repair (minor paper repair, rehinging, rebacking)
Rebinds (not brittle)	
Inner margins over 3/8"	Acme Recase, Reference or Acmebind
Inner margins less than 3/8"	
Original sewing intact	Acme Recase or Acme Reference (specify "Do not sew")
Original sewing broken	Fanbind
Adhesive bound	Fanbind
Too brittle to bind or rebind	In-house
Up to 1/2" thick	Gaylord Pamphlet folders
Over 1/2" thick	Portfolio using original case or boards
Any size	Xerox onto acid-free paper (Microreproduction Laboratory) and bind with Acme or Velobinding Microfilm
Extremely valuable materials	See Archivist or Preservation Consultant for advice
Paperbacks	
Light use or temporary retention	Acmebind, Fanbind, Permabind
Research collection	Acmebind or Reference (Consider saving original sewing if margin is less than 3/8")

SUMMARY OF RECOMMENDED TREATMENTS FOR VARIOUS MATERIALS, cont.

II. Serials

Factors	Treatment
Probable use	
Heavy (for permanent retention)	
Needs collation	Acme Custom
No collation by binder	Acme Standard
Heavy (for temporary retention), no collation or special handling	Acme Standard or Budget
Moderate or low, no collation and no special handling	Acme Budget
Set has frequent need for pocket for thin loose materials (maps, etc.)	Acme Custom
Volume is incomplete AND missing part(s) will come BUT not for at least a year	Hold in divisional or branch library for the moment
Minor damage to paper or binding	In-house repair
Too brittle to bind or rebind	In-house
Up to 1/2" thick	Gaylord Folder
Over 1/2" thick	In-house Board Portfolio
Any size	Microfilm if heavy use anticipated
Must keep original binding intact ...	In-house
Up to 1/2" thick	Gaylord Portfolio
Over 1/2" thick	Board Portfolio
Extremely valuable materials	See Archivist or Preservation Consultant for advice
Broken cleat-sewn bindings	
Margins over 3/4"	Acme Custom, Standard, Budget
Margins less than 3/4"	In-house repair if less than a few pages Extensive damage--purchase Microfilm or replacement copy

The University of Michigan Library

BOOK REPAIR UNIT TREATMENTS

With the exception of wraparounds, all o
these treatments are for non-rare materi

TREATMENT	DESCRIPTION	USE	TIME	COST
MEND PAGES	Tears are joined with strong tissue or with archival (removable, acid-free) tape.	Books whose pages, if repaired, are strong enough to withstand considerable future use.	3 minutes per page	$.45/pag
TIP IN LOOSE LEAVES	Pages are attached or reattached in their proper positions, by means of glue or a strong tissue hinge. Photocopied pages are prepared by trimming and aligning.	Books lacking up to 10 pages.	2 minutes per page 5 minutes per xerox	$.30/pag $.75/xer
REPAIR HINGE	A loose hinge (where the cover bends from the book in the inside) is glued down.	Books needing only regluing at the inside hinge. Hinge has been loosened, not broken.	10 minutes per book	$1.50/bo
REPAIR SEWING	Breaks in the thread are mended by additional sewing.	Books with sewing basically intact, except for minor thread breakage in first or last pages.	30 minutes per break	$4.50/br
RETAIN SPINE	Original spine or label glued onto new case. Replaces hand-lettered title.	Spines in good condition (not worn or torn) that have unusual or attractive features meriting retention.	No extra time; replaces lettering	
REATTACH CASE	The book is reinserted into its original cover, and given new endsheets.	Cover is completely intact and in good condition, but has separated from the book because of broken hinge or hinges.	45 minutes per book	$6.75/bo
RECASE	The original covers are discarded and a new cloth binding and new endsheets are made. New title lettered.	Books with sound sewing but a damaged cover, THAT CANNOT BE COMMERCIALLY REBOUND.	60 minutes per book	$9.00/bo
WRAPAROUND	A folding box is made to size from acid-free board, to protect materials that could not otherwise be handled. Velcro closure. No lettering; call no. applied in Labeling Dept.	Valuable books requiring special care; books deteriorated beyond the point of treatment but which cannot be replaced.	15 minutes per box	$2.25/bo
STAPLE BIND	A stiff, acid-free cover is attached to a pamphlet too thin to bind, by means of wire stapled through the fold or through the side. Covers for books larger than 11" x 14" made by hand.	Books or pamphlets on good paper, no more than 3/4" thick, and with no less than 1/2" inner margin.	10 minutes 30 minutes (oversized)	$1.50/bo $4.50/bo

DETERMINING COLLECTION PRIORITIES FOR CONSERVATION TREATMENT
THE UNIVERSITY OF MICHIGAN LIBRARY

Some Principles

1. Items which are likely to be used should be considered for treatment before those that are unlikely to be used, because they are in greater danger of suffering damage.
2. Items which require early attention to be saved should be treated before items in stable though poor condition.
3. Items of monetary or artifactual value should be considered for treatment before items which can be more easily replaced.

Questions to Ask

1. Is it important as a physical object?
2. Is it important to the particular collection because of subject or author, apart from its market value?
3. What is the frequency and type of use it gets?
4. Are there other copies or editions in the library system?
5. Is it available elsewhere, in print or on film?
6. What is its condition? Is the paper too brittle for restorative treatment?

What is "Value" Composed of?

1. Uniqueness; qualities or components that cannot be duplicated.
   For instance:
   * First editions of significant books, or editions issued within the author's lifetime.
   * Limited editions of 300 copies or less.
   * Autographed editions of historically important or local-interest authors.
   * Books with special notes, marginalia, appended revisions, etc. connected with the author or a previous owner of significant importance.
   * Special editions from private presses, limited subscription editions, or hand-press craft editions of value for printing history, etc.

2. Aesthetic importance; quality or uniqueness of printing or binding.
   For instance:
   * Illuminated books.
   * Books with fore-edge painting.
   * Books printed on vellum.
   * Books with fine or noteworthy bindings, such as those with ivory inlay, metal clasps and studs, special tooling, doublures, or cover design. Those with provenance relating the book to a historically known binder or school; and those having coats of arms, monograms, or tooled names on covers denoting hand binding for patrons.
   * Books issued as exempla of fine printing, esp. private press issues, collector's copies, etc.
   * Books with illustrations such as color prints or maps, whose qualities would be lost if transferred to film.
   * Books illustrated by engravings be artists whose work falls into special art history collections.

3. Historical importance; this encompasses research value and market value.
   For instance:
   * Manuscript codices and exempla.
   * Incunabula (pre-1501 printed books).
   * Books printed in Europe before 1700.
   * Books printed in Latin America before 1800.
   * Books printed in the U.S. and Canadian colonial regions before 1825.
   * Books printed in the Western U.S. within 25 years of the date for the first presses in each state, up to 1900. Regional history must determine the cut-off dates.
   * Reference tools of ephemeral nature (i.e. dealer's catalogues, flyers, samples).

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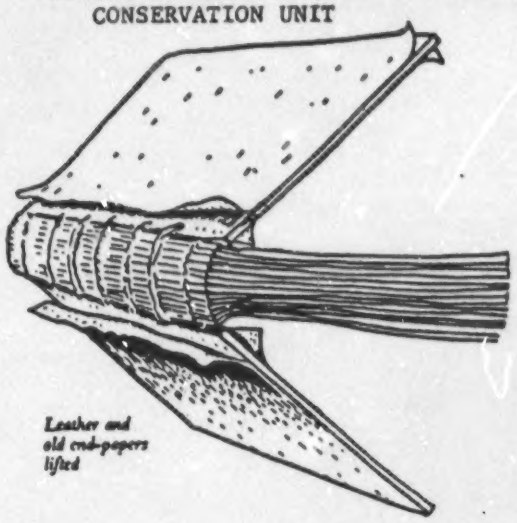
THE UNIVERSITY OF MICHIGAN LIBRARY
CONSERVATION UNIT

Guidelines for treatment decisions - REBACKING

Rebacking is the most difficult and time-consuming method of making a book with a broken binding useable again. Unlike rebinding, in which fresh materials are used to construct a new case in the most straightforward manner, rebacking involves the manipulation of the original fragments of the cover to restore them to use, by unobtrusively joining new strong materials to them. Deteriorating leather, cloth, or paper must be carefully separated from the board to allow the new material, which will cover the spine and joints, to slip in underneath. When leather is used, the edges must be pared in order to prevent a ridge from forming under the old leather that covers it. The new material must be dyed to match the rest of the binding.



To decide whether rebacking is an appropriate treatment for a particular book, you will want to be able to answer "yes" to the following three questions:

1) IS THE BINDING THE ORIGINAL ONE? If it isn't, chances are that painstaking work to retain it is not justified, because it is not an integral part of the book's value. A textblock can be well-protected instead by a new binding of a style and materials that are in keeping with the original format of the book.

   Often this question can be answered only by someone familiar with the structural and design elements that are characteristic of bindings of particular periods. But there are some clues that can tell much to an observant person.

   Look at:
   The endsheets: New endsheets are usually added when a book is rebound. Is the paper identical to, similar to, anachronistic to, the paper used in the textblock?
   Are the endsheets pasted onto the inside of the boards over paper that looks as if it had previously been exposed?
   The margins: Are they disproportionately narrow, indicating that the book has been trimmed?
   The materials: Leather bindings with paper sides, for instance, did not appear until the 1700's. Paste boards did not take the place of wooden boards in Europe until 1500.

2) IS THE MATERIAL LEFT ON THE BINDING IN GOOD ENOUGH CONDITION to benefit from restoration and to warrant salvaging it as a functional part of a restored binding?

   Look at:
   The covering material: Is the leather very worn and powdery?
   Has the surface been marred by tape or other previous repair attempts?
   The edges and corners: Is the raw board extensively exposed? Has it lost its stiffness over a large area?

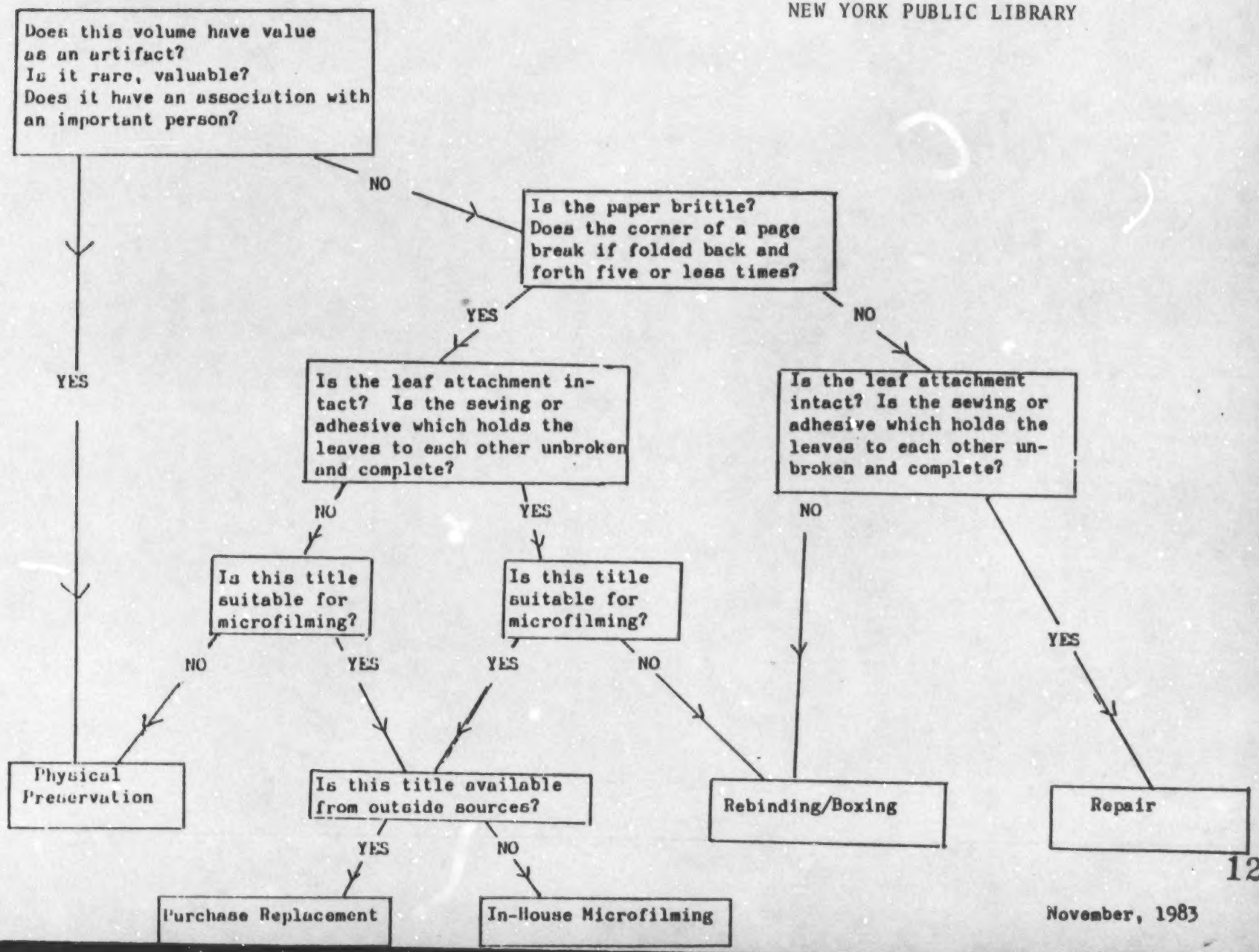
3) DOES THE VALUE OF THE BOOK MAKE IT SUITABLE FOR THIS TREATMENT? That is,

   Is the monetary value of the book at least as great as the cost of the labor and materials involved in its restoration? And,

   Will the book retain its important qualities after restorative treatment? (The answer to this question will be "no" if the book is so important as a historical artifact that any alteration of its original state, even to improve useability,

The Decision-making Process in Determining Appropriate Preservation Treatment

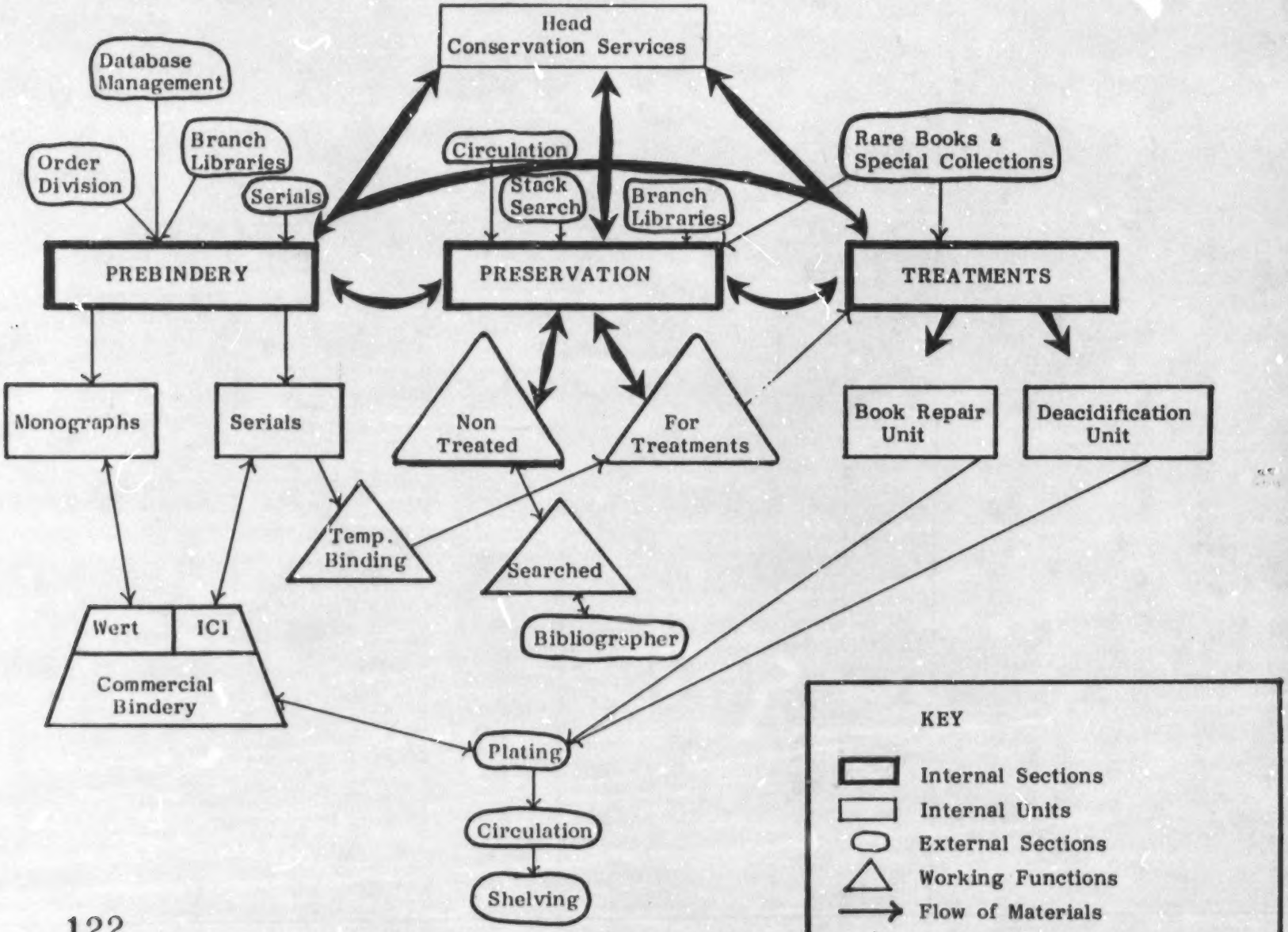
NEW YORK PUBLIC LIBRARY


Does this volume have value as an artifact? Is it rare, valuable? Does it have an association with an important person?
NO
Is the paper brittle? Does the corner of a page break if folded back and forth five or less times?
YES
NO
YES
Is the leaf attachment intact? Is the sewing or adhesive which holds the leaves to each other unbroken and complete?
Is the leaf attachment intact? Is the sewing or adhesive which holds the leaves to each other unbroken and complete?
NO
YES
NO
YES
Is this title suitable for microfilming?
Is this title suitable for microfilming?
NO
YES
YES
NO
YES
Physical Preservation
Is this title available from outside sources?
Rebinding/Boxing
Repair
YES
NO
Purchase Replacement
In-House Microfilming

November, 1983

CONSERVATION SERVICES OPERATING CHART

PRINCETON UNIV. LIBRARIES



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CONSERVATION SERVICES

BINDING, TREATMENT & FORMAT ALTERNATIVES

PRODUCT	COVERING MATERIAL	SERIAL(S) COLOR CHOICE PRICE COMPANY	MONOGRAPH(M) COLOR CHOICE PRICE COMPANY	THICKNESS TRIM LETTERING	METHOD OF AFFIXING PAGES
STANDARD	Buckram	S - C $6.20 ICI	M - C $4.50 Wert	over 2½" ex no trim ex white lettering	Retain existing sewing (RES) fold sew ex oversew adhesive
SUPERFLEX	Book Cloth	S -C $6.15 ICI		over 2½" ex no trim ex white lettering	adhesive RES fold sew ex
ECONOFLEX	¼ blue buckram raw boards	S $4.55		over 2½" ex no trim ex white lettering	fold sew ex adhesive
DURAFLEX BOOK	Book Cloth		M - C-ex $3.80 Wert	over 2½" ex no trim-n/c white lettering	RES as is adhesive oversew cleat
DURAFLEX PAPERBACK	Book Cloth		M - C-ex $3.80 Wert	over 2½" ex no trim n/c white lettering as is	RES oversew adhesive center sew
MYLAR	Mylar Incorporates paperback cover		M $3.50	no torn, soiled, textured or coated covers. cover as title up to 1" no trim n/c	as is adhesive RES oversew cleat
DURAFLEX PAMPHLET	Book Cloth		M- C-ex	up to 3/8" no trim n/c titling piece as is	RES oversew center sew adhesive
Phase box	Grey acid free board		S-M $4.00 In-house	titling piece	as is
Temporary binding	Light Grey boards Acid Free		S-M $3.00 In-house	up to 2½" titling piece	stab sew as is
Book Wrapper	Tan folder Acid free		S-M $2.50 In-house	no title	as is
Document Box	Grey Acid Free		S-M $2.75	5" X 15" X 10"	as is
Envelope	Cream Acid Free		S-M .25	up to 1" hand written title	as is

PRINCETON UNIV. LIB.

USE SCALE

ANTICIPATED USE, BINDING, OR REPAIR SELECTION. We routinely select a binding style or method of repair suitable to the physical structure of items to be processed based upon the options outlined in the Binding Styles section or our standard repair techniques. However, heavy use, high value or esthetic considerations may necessitate another choice. You may wish to record the number selected on your binding record card. (sample attached) The binding styles and treatments are listed here as a guide only -- we will select the style. For Book Repair, the rating will help us select the level and extent of the treatment.

		COMMERCIAL PRODUCTS		
IN-HOUSE TREATMENTS	USE	Covering Material	Binding Style	Method of Affixing pages
Completely mend all paper tears, resew book, make new case using new materials. (May reattach orig. covering material).	Heavy 10 9	Buckram	Standard S & M	oversew
Mend most paper tears, partial resew, reinforce spine material on orig. covers, or make a new case.	8	Bookcloth	Superflex-S Duraflex Book Duraflex Pamphlet Duraflex Paperback	foldsew retain existing sewing
Minor paper repairs, replace super, replace endsheets, reinforce spine.	7	Mylar	Mylar binding	
Deacidify (neutralizes harmful acids and lengthens life of paper).	6			adhesive
Phase Box (temporary or permanent protection)	5			
Temporary binding (also adequate for long term protection)	4		Econoflex binding	
	3			
Book Wrapper (for little used items)	2		Storage Containers: Document Box, Acid Free Envelopes	
Simple & quick methods to revitalize covers: stiffen spine or corners, replace endsheets. tip in loose sheets, tighten hinges.	1 Light			

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UNIVERSITY OF WASHINGTON PRINTING PLANT

GUIDELINES FOR TYPES OF BINDINGS

10/1/84

OVERSEWING

Stock:	Enamel text, covers of 8 pts. or greater thickness, glossy covers
Spine margins:	Min. ½" gutter
Max., min. thickness of issues:	Max. 3", min. ¼"
Special limitations:	Do not lie as flat as cleat sewn or fan-flex books
Special advantages:	For heavy usage and books that have pockets

CLEAT SEWING

Stock:	No enamel stock, covers less than 8 pt. thickness
Spine margins:	Min. ⅝" gutter
Max., min. thickness of issues:	Max. 4", min. ¼"
Special limitations:	Must have even thickness throughout
Special advantages:	Flat openings, recommended for 50-60 lb. non-gloss stock, ideal for thesis binding

FAN-FLEX BINDING

Stock:	No enamel stock, covers less than 8 pt. thickness
Spine margins:	Min. ¼" gutter
Max., min. thickness of issues:	Max. 1½", min. ¼"
Special limitations:	Must have even thickness throughout
Special advantages:	Flat opening, copies well, ideal for bumpy stock that cannot be sewn

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L-6

PARAMONT

Stock:	Acceptable to all
Spine margins:	Min. ⅜" gutter
Max., min. thickness of issues:	Max. (no limit), min. ¼"
Special limitations:	None
Special advantages:	Fillers, missing issues, pre-punched stock, variable length sections

SINGER

Stock:	Acceptable to all
Spine margins:	Min. ½" gutter
Max., min. thickness of issues:	Max. ½"; min. ⅛"
Special limitations:	Not as flat opening as cleat or fan-flex
Special advantages:	Comparable to oversewing for strength

HAND SEWN

Stock:	Acceptable to all
Spine margins:	Retains original margin
Max., min thickness of issues:	None
Special limitations:	Time consuming. Sections must be folded
Special advantages:	Opens flat, comparable to oversewing for strength

NATIONAL SEW-THRU

A machine operation for hand sewn books with limitation of 150 pages. Also suitable for edition building.

REBIND

Method of sewing to be determined by available gutter margin, bumpiness, etc. Oversewn method will be used whenever possible

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BEST COPY AVAILABLE

Binding Operations — Selected Readings

Banks, Paul N. "The Preservation of Library Materials," Encyclopedia of Library and Information Science. NY: Marcel Dekker, 1978. vol. 23, pp. 180-222.

Commercial Library Binding: The Librarian's View. New Haven, CT: Yale University Library, 1982. (a set of 76 35mm slides and 1 28-minute audio cassette with printed script)

Darling, Pamela W. Preservation Planning Program: Resource Notebook. Washington, D.C.: Association of Research Libraries, 1982. (see particularly the section on "Binding" pp. 524-564)

Dean, John. "The Binding and Preparation of Periodicals: Alternative Structures and Procedures," Serials Review, vol. 6 (July/Sept., 1980) pp. 87-90.

Ditzion, Sidney and Norman Leverett. "Problems of Periodical and Serial Binding," Library Trends, vol. 4 (Jan., 1956) pp. 248-258.

Kingery, R. E. "Bindery Within the Library," Library Trends, vol. 4 (Jan., 1956) pp. 291-300.

Library Binding Institute. LBI Specifications for Library Binding (draft). Wayzata, MN: LBI, 1985. (a draft revision of the LBI Standard for Library Binding)

Research Libraries Group. RLG Preservation Manual. Stanford, CA: RLG, 1983.

Roberts, Matt. "The Library Binder," Library Trends, vol. 24 (April, 1976) pp. 749-762.

Roberts, Matt. "The Role of the Librarian in the Binding Process," Special Libraries, vol. 62 (Oct., 1971) pp. 413-420.

Roberts, Stephen. "What the Library Binder Expects from the Librarian," The Library Scene, vol. 7 (Sept./Dec., 1978) pp. 2-4.

"Special Supplement on Library Binding," The Abbey Newsletter, vol. 8 (Feb., 1984) pp. 13-16.

Tauber, Maurice F., ed. Library Binding Manual; a Handbook of Useful Procedures for the Maintenance of Library Volumes. Boston: Library Binding Institute, 1972.

Walker, Robin Gay. "Library Binding as a Conservation Measure," Collection Management, vol. 4 (Spring/Summer, 1982) pp. 55-71.